

TREASURER'S PAYMENT VOUCHER

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| Please draw a General Fund check in the amount of \$ _____ |
| Pay to: _____ _____ _____ |
| Purpose: _____ _____ _____ |
| Committee to charge: _____ Date: _____ Approved: _____ Date: _____ Account Number _____ |
| <ol style="list-style-type: none">1. Please attach pertinent receipt(s) to the voucher.2. Obtain the signature of the chairperson of the committee to be charged.3. Place completed voucher in the OFFICE INCOMING WORK or mail to the church4. Time from voucher submitted to signed check can take up to two weeks.5. If check is to be paid to Team Leader, approval must be signed by a pastor, Council President, V-P, or Treasurer. |