

TREASURER'S PAYMENT VOUCHER

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 church.4. 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, VP, or Treasurer.	