



## Check Voucher Request

Procedure:

1. Check voucher must be completed 21 days before funds are needed.
2. Check voucher must be approved before the ministry can receive requested funds.
3. All receipts for funds spent, must be turned into the Finance team seven (7) days after funds have been used.
4. All signatures and information needed below must be completed before approval.

Ministry Requesting Funds

\_\_\_\_\_

Ministry Leader: \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Ministry Treasurer: \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date Needed: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Payable To: \_\_\_\_\_

Reason and budget breakdown: (Attach a copy of the approved Event Planning form.)

\_\_\_\_\_

\_\_\_\_\_

**RETURN COMPLETED FORM TO: FINANCE CHAIRPERSON**

Office Use Only	Date: _____
<input type="radio"/> Approved	
<input type="radio"/> Disapproved: Reason _____	
Turn Key _____	Pastor _____