

FIRST PRESBYTERIAN CHURCH
VOUCHER FORM

Purpose:

To validate approval and authorize payment for purchases, bill payment, salary/payroll payment, equipment purchase and repair, etc. To ensure the appropriate budget line item is charged.

Procedure:

1. A committee chair or responsible Elder (or their designated representative), with budget account responsibility will complete this form prior to making an expenditure (some approvals will be evergreen, i.e., salaries, or issued on a scheduled basis such as benevolence).
2. No one can approve a voucher for payment to themselves.
3. The signed voucher goes to the bookkeeper who will pay the invoice when received. If a bill is received prior to receipt of the signed voucher, it will be returned to the requester for resolution.
4. Appropriate account is posted when payment is made.
5. This procedure is for items included in the Budget. Session must specially approve all other items.

APPROVAL/DESIGNATION:

1. Item _____
2. Amount of attached receipt/invoice _____
3. Committee or Base Name _____
4. Budget Account No. _____
5. Make check payable to _____
6. Approvals _____
Committee Chair or Responsible Elder (or their designated representative)
7. Date _____

Office Use Only:

Invoice Number _____ Date Paid _____ Check Number _____
Account No. _____ Initials _____