

Resurrection Lutheran Church

Accounts Payable Voucher

Please Print Clearly

Date: _____

1. Pay To: _____

2. Address: _____

City: _____ State: _____ Zip: _____

3. Invoice # _____ (if applicable)

4. Pay attached invoice/receipt(s) in the **pre-NCtax** amount of:

Budget/Dedicated Line #	\$

5. Subtotal of above line items (**pre-NCtax**): \$ _____

Amount of NC State tax: 017-70-00-99 \$ _____ 4.75 %
 Amount of Wake County tax: 017-70-00-96 \$ _____ 2.50 %
 Amount of Wake County tax: 017-70-00-98 \$ _____ 2.00 % (food only)
 (Other County) _____ \$ _____ %

** If unsure how to split out tax leave above lines blank

6. Plus Total NC Tax: \$ _____

7. **Total Check Amount** (line 5 + line 6): \$ _____

8. Comments: _____

9. **Signature:** _____ **Approved by:** _____

Notes: All lines, excluding the 'Comments' line, MUST BE filled in or the voucher WILL NOT be paid. If you're not sure what the 'Budget Line Item #' is, please see the chairperson or a council member responsible for that committee for help. Example of Budget Line Item # is: 016-80-10-21

Resurrection Lutheran Church - Accounts Payable Instructions

Sections 1 and 2 - Pay to: Provide the correct name and address of the recipient. Alternatively, if you are a church member with a church mailbox, you can enter "Church Mailbox" instead of entering address.

Section 3 - Invoice # - Use if you are requesting payment on behalf of a vendor that provided goods and/or services and you have an invoice (must be attached). Otherwise enter N/A

Section 4 – payment amounts:

If you know the budget or dedicated account line item, enter each line item here. Single payments can be split across line items. Enter the amount for each line item in the corresponding space. **DO NOT INCLUDE SALES TAX IN THIS NUMBER with the exception of the 1% Prepared Food Tax which is not refundable (referenced in Section 5)**

If you do not know the Budget/Ded Acct Line-Item, or do not know how to find that, please contact the Line-Item owner for that information. This is the person that will need to sign/approve your Voucher.

Subtotal: Total from all above lines (This does not include Sales Tax in Section 5)

Section 5 - Tax (As a tax-exempt corporation, we do not have to pay Taxes on purchases. However, since it is not feasible to avoid at point of purchase, we track all taxes paid and periodically we get reimbursed from North Carolina for any tax paid. It is important to get this information correct.

NC State Tax and Wake County Tax are combined on your receipt as 7.25%. That consists of 4.75% NC State Tax + 2.5% Wake County Tax. Helpful if you can split this out and note that food tax is a separate tax. If you don't know what to do here, list the total tax under **Section 6** and Finance will calculate amounts for each line item. NC also charges additional 1% tax on prepared food. **Include this 1% tax in Section 4**

Section 6: Total NC Tax: Enter total tax here

Section 7: Total of Section 5 and 6 – this is the TOTAL amount to be PAID

Section 8 – Comments: Any special instructions. For example, if you are hand delivering payment to a 3rd party, add check delivery instructions here.

Section 9 - Signatures: If you are the Budget/Dedicated Account Owner, sign as the "Approver" If you are not the Account Owner, sign the form and send it to the Owner for approval.

Note at the bottom: **All lines, excluding the 'Comments' line, MUST BE filled in or the voucher WILL NOT be paid. If you're not sure what the 'Budget/Dedicated Line Item #' is, please see the chairperson or a council member responsible for that committee for help. Example of Budget Line Item # is: 016-80-10-21**