



# CHECK REQUEST VOUCHER

**(Funding must be confirmed before submission of voucher)**

**Requestor Details (Please submit completed voucher and receipts to ensure efficient processing)**

|   |                        |                     |
|---|------------------------|---------------------|
| <b>Requested By:</b><br>Print Chair/Officer Name: _____<br>Auxiliary Name: _____<br>Chair/Officer Signature: _____<br><i>First Signature required before voucher can be processed for payment</i> | <b>Date Requested:</b> | <b>Date Needed:</b> |
|---|------------------------|---------------------|

**Make Check Payable To:** *Print correct name of individual, company or organization*

*Write/spell out amount of funds (e.g. One Hundred and 25/100)*

\$

*Give complete and correct name and address of individual, organization or company*  
**Address information is needed for church records**

Mail To:  Name: \_\_\_\_\_

Deliver To:  Street Address: \_\_\_\_\_

Hold At Church:  City, State, Zip Code: \_\_\_\_\_

|  |   |
|--|---|
| <b>Reason For Voucher Request:</b><br><br><b>Allow up to 14 days for check request to be processed</b> | <b>Is invoice/receipt attached?</b><br><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|---|

**Authorized Signatures: For Office Use Only**

|   |                                     |              |
|---|-------------------------------------|--------------|
| <b>Financial Secretary Signature:</b><br><i>Second signature required indicating Financial Secretary approves request</i>                         | Signature _____<br>Print Name _____ | <b>Date:</b> |
| <b>Trustee Signature:</b><br><i>Third signature required indicating Trustee acknowledges voucher request has been reviewed</i>                    | Signature _____<br>Print Name _____ | <b>Date:</b> |
| <b>Treasurer Signature:</b><br><i>Fourth signature required verifying Treasurer's approval to process request and schedule check disbursement</i> | Signature _____<br>Print Name _____ | <b>Date:</b> |
| Check No: _____<br>Voucher No: _____  |                                     |              |

**PLEASE SEE REVERSE SIDE OF FORM**



# CHECK REQUEST VOUCHER

## Voucher Request Procedures

**This process requires up to 14 days before checks are ready for disbursement.**

**ALL vouchers submitted must adhere to the following procedures:**

- a) All vouchers require four authorized signatures from:
  1. Committee Chair/Officer
  2. Financial Secretary
  3. Trustee Chair/ Trustee
  4. Treasurer/Treasurer's Assistant
  - ❖ Funding must be confirmed before submission of voucher
- b) **Allow up to 14 days for check request to be processed**
- c) Ministry checks are issued by the Financial Officers and mailed or delivered to the church Secretary for pick-up, every Tuesday between 3 p.m. - 5 p.m.
- d) After funds are spent, receipts and excess funds should be returned to the Finance Team or church Secretary with a copy of the voucher (**no more than 14 days after the event/activity**).
- e) Requests that exceed a ministry's budget will only be considered based on the Ministry/Auxiliary's ability to supplement the difference.



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**NOTE:** Ministry leaders **should not** spend their own money before signed approval as there is no guarantee of reimbursement.

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### **REIMBURSEMENT OF MONIES SPENT OR REQUEST FOR PAYMENT**

Vouchers submitted for reimbursement of monies spent **must** be accompanied by original receipts and/or invoice.

Please staple documents to back of voucher form.