

Elizabeth Presbyterian Church

PO Box 117
 Elizabeth, CO 80128
 Phone 303-646-4852

Check Request Form Expense Voucher

NAME:**TODAY'S DATE:**

DATE of TRANSACTION	DESCRIPTION	AMOUNT
TOTAL		

Name of Vendor:

Does our church have an account with this vendor and did you charge this purchase to that account: YES NO

MAKE CHECK PAYABLE TO:

Copy of Receipt Attached: YES NO (if no, please explain)

Elder Approval: Mark the category, write down the budget account number and description from the 2015 budget, and have the elder who approved the expenditure sign this form or attach an email containing the elder's approval. If the elder is the payee, please obtain the signature or email approval of the EPC President, Secretary, or Treasurer.

✓	Category	Church Budget Line Item		Elder	Elder Approval (Elder Signature or Attach Email)
		Acct. No.	Description		
	Building and Grounds			Tom Mottinger	
	Children's/Youth Ministry			Carrie Ruddock	
	Communication/Outreach			Jim Wanzeck	
	EPC Corporation/Finance			Marc Grivas	
	Family Life			Carrie Ruddock	
	Missions			Jim Wanzeck	
	Spiritual Formation			Marilyn Travis	
	Worship			Mike Banta	

YOUR SIGNATURE: _____