

**St. Paul Missionary Baptist Church
Sierra Vista, AZ**

Multiple Payment Voucher Request Form (Romans 12:11)

SECTION ONE: Prepared Date: _____ Date Needed by: _____

Requester's Name: _____ Authorized Signer: _____
Day Time Phone No: _____

Chart of Account/Ministry Name (Item 1): _____ Amount: \$ _____
Chart of Account/Ministry Name (Item 2): _____ Amount: \$ _____
Chart of Account/Ministry Name (Item 3): _____ Amount: \$ _____
TOTAL AMOUNT: \$ _____

Item 1: Payable to: _____ Amount: \$ _____
Mailing Address: _____
City, State, Zip: _____
Purpose: To install fence extension and repair section of fence falling down.

Item 2: Payable to: _____ Amount: \$ _____
Mailing Address: _____
City, State, Zip: _____
Purpose: _____

Item 3: Payable to: _____ Amount: \$ _____
Mailing Address: _____
City, State, Zip: _____
Purpose: _____

Is the Receipts/Invoice/Estimate/Quote Attached? Yes. () No. () Not Applicable ()
[] This item is a reoccurring expense () Yes No () ? Please see attached documentation.

SECTION ONE: SENIOR PASTOR

() Approved and Forwarded to Treasure () Disapproved and Returned to Requestor

Signature: _____ Date: _____

SECTION TWO: TREASURER VERIFICATION BUDGETED FUNDS ARE AVAILABLE

Signature: _____ Date: _____

Funds Available: () Yes () No Forwarded to Trustee Ministry with explanation attached. () Returned for Completion and Resubmission

SECTION THREE: TRUSTEE MINISTRY (CHAIRPERSON OR FINANCE TRUSTEE)

Signature: _____ Date: _____

() Recommend Approval and Forwarded to Pastor () Recommend Disapproval and Forwarded to Pastor Reason for Recommended Disapproval _____

DATE GIVEN TO PASTOR BUCKHANAN: _____ DATE RCD FROM PASTOR BUCKHANAN _____
DATE GIVEN TO JEFF BAKER _____ DATE CHECK RCD FROM JEFF BAKER _____ DATE CHECK PICKED UP _____