

St. Paul Missionary Baptist Church, Inc.

Sierra Vista, AZ

Multiple Payment Voucher Request Form (Romans 12:11)

(See Reverse)

Instructions: Please Read Before Completing Voucher
I have read the instructions - Yes ()

1. **General Information:** A church voucher should be submitted prior to any purchase(s) being made on behalf of the church to ensure reimbursement. Although the church has a budget, funds must be available at the time of purchase. An authorized signer, who makes a purchase without pre-approval, expecting reimbursement, does so at their own pleasure.
2. **Submittals:** All vouchers being submitted must have all blanks filled in for Section One. An incomplete voucher will be returned to the authorized signer or Ministry Leader and could delay the processing of the request. All vouchers are to be turned into the Treasurer's Binder (Ekklesia Room - Leadership Box #1) **no less than 14 days (2 weeks)** prior to the Requested Check date to ensure you receive your check on time. Exceptions may be made, at the discretion of the Church Treasurer.
3. **Authorized Signers:** All vouchers must be signed by the authorized signers of the Ministry. This list is maintained by the Trustee of Finance and provided to the Church Treasurer.
4. **Convenience:** Voucher request received via e-mail or fax, are acceptable through the church office and must be signed by an authorized signer.
5. **Dual Control:** When a voucher is "payable to" an authorized signer, an alternate authorized signer must approve the voucher. Alternate signers may also include approved Church Office Staff, Senior Pastor, Trustee Chairperson, Finance Trustee, or Deacon, when necessary.
6. **Reimbursement:** Receipts/Quotes/Invoices must be attached to the voucher when a reimbursement is being requested by an authorized signer. No receipt(s), no reimbursement. A letter of donation may be received in these cases through the Church office staff.
7. **Recordkeeping:** We encourage each authorized signer to make a copy of this completed voucher request and maintain it for your records to balance your ministry's budget. Request may be made to the Treasurer regarding financial accounting, but the ministry treasurer is ultimately responsible for their own accounting of income and expense.
8. **Distribution:** We currently distribute checks twice a month, on the 1st and 15th. In order to receive your check in a timely manner, please review step number 2. Requests received within the 14 day period will be taken care of as requested. Any exceptions may cause a delay.
9. **Additional Questions:** May be directed the Church Treasurer or the Trustee of Finance.

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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: _____

Item 2: Payable to: _____ Amount: \$ _____

Mailing Address: _____

City, State, Zip: _____

Purpose: _____

Item 3: Payable to: _____ Amount: \$ _____

Mailing Address: _____

City, State, Zip: _____

Purpose: _____

Receipts/Invoice/Estimate/Quote Attached? Yes. () No. () Not Applicable ()

This item is a reoccurring expense? () Yes No () Please see attached documentation.

SECTION TWO : SENIOR PASTOR

() Approved and Forwarded to Finance Trustee () Disapproved and Forwarded to

Finance Trustee: Signature: _____ Date _____

SECTION THREE: TRUSTEE MINISTRY (FINANCE TRUSTEE)

() Approved and Forwarded to Treasure () Disapproved and Returned for Completion

and Resubmission: Signature: _____ Date _____

SECTION FOUR: TREASURER VERIFICATION BUDGETED FUNDS ARE

AVAILABLE () Yes () No Forwarded to Finance Trustee with explanation attached

Signature: _____ Date: _____

CHECK NUMBER _____ EFT _____

DATE TO PASTOR BUCKHANAN _____ DATE RCD FROM PASTOR BUCKHANAN _____

DATE GIVEN TO FINANCE TRUSTEE _____ DATE RCD FROM FINANCE TRUSTEE _____

DATE GIVEN TO TREASURER _____ DATE RCD FROM TREASURER _____

DATE CHECK PICKED UP _____