

Please check appropriate box:

Fill in Fiscal Year:

\_\_\_\_\_

# Christian Layman Church VOUCHER/CHECK REQUEST FORM

For Office Use Only

Paid Check #: \_\_\_\_\_  
Paid Check Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Check here if the address is updated or new.

## INSTRUCTIONS

### How:

1. Fill out this form.
2. Specify **department # and account #**. See backside for list of numbers.
3. **Attach invoices and receipts to the lower left side of this voucher, on the back.**
4. **Circle amounts** to be reimbursed on each invoice.
5. **Have your leader sign off. No check will be cut without an authorized signature! Two signatures are required for purchases equal to/larger than \$500. Note: You cannot sign for your own reimbursements. See presiding pastor for signature.**
6. Submit this form and all receipts to the Church Office.

### Questions:

*How long does it take to receive a reimbursement?*

Generally, reimbursements are made within **one week** of the **office receiving a complete** request, but please understand that sometimes it may take longer.

*When are checks written?*

Checks are written once a week.

*What about honorariums?*

Honorariums are paid through this voucher system. The payee **must have a completed W-9** on file/with the voucher to process an honorarium.

## CHECK INFORMATION

Date of Request: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

## EXPENSE INFORMATION

Project Code	(3 digit) Dept #	(4 digit) Acct #	Description	Amount
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total	\$ _____

(Staple receipts to the back of this corner)

Team Leaders, to fill in the expense information on the reverse side, use the codes below: your Department # (top box) and the appropriate Account # (bottom box). Project codes are only when necessary. Use only the codes that you requested in your budget. Thank you.

revised12\_15

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