

VOUCHER REQUISITION

DATE _____

Requesting Ministry _____ Budget Category Name _____

Pay to the Order of _____ Amount _____

Purpose for Funds _____

Vendor Invoice # _____ Account # _____

Date Due _____

Requested By _____

Does the ministry have Earmarked Funds to cover this request? YES NO N/A

7-Fold Leader's Approval (Trustee, if 7-fold Leader is not available) _____

Sr. Pastor's Signature _____

For Finance Department Only:

Paid Date _____ Check # _____ Paid By _____

Voucher Requisition Process/Instructions

1. Requestor must complete the following categories of the Voucher Requisition:

- a. Date
- b. Requesting Ministry (Name of ministry requesting funds)
- c. Budget Category Name (e.g. office supplies, food, transportation assistance)
- d. Pay to the order of
- e. Amount
- f. Purpose of funds (e.g., purchase ink cartridge, purchase food for ministry event, purchase Metro card to assist member)
- g. Vendor's Invoice # (if supplied by a vendor)
- h. Account # (if supplied)
- i. Date Due – (target date for when funds are needed)
- j. Requested by – (name of person completing the form)
- k. Are funds available in the requesting ministry? (Y N N/A)

2. Supporting Documents: Receipts for items purchased with funds withdrawn from Earmarked Accounts must be submitted within 7 days of check disbursement. When requesting reimbursement, receipts must be submitted with the voucher request form. This may include an invoice, utility bill, etc.

3. Approval:

- a. 7-fold Leader or Trustee Approval – 7-fold Leader may approve requests pertaining to ministries under their designated 7-fold. Trustees can sign all voucher requisitions.
- b. Pastor's Approval – Senior Pastor Approval is needed on all forms before funds are disbursed.
- c. A person requesting the funds may not sign giving approval (1-2 Trustee signatures may be needed in those instances)

4. Disbursement:

- a. No check shall be cut if funds are not available and/or without a properly completed voucher!
- b. Disbursement of checks should take place within 1-2 days of submission of approved request.