

**ALL SOULS UNITARIAN UNIVERSALIST CHURCH**

**PAYMENT VOUCHER**

DATE: \_\_\_\_\_

Voucher Prepared by: \_\_\_\_\_

PAYABLE TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_

\_\_\_\_\_

Evening Phone \_\_\_\_\_

Authorized by: \_\_\_\_\_

[printed name]

\_\_\_\_\_

[signature]

**EXPENSE DETAILS:** (PLEASE STAPLE RECEIPTS OR INVOICES TO BACK OF THIS VOUCHER)

Description of Expense	Purpose/Activity	Amount	Account # (if known)
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		.	
		.	
		.	
		.	
		.	
		.	
		.	
		.	
		.	

**TOTAL AMOUNT REQUESTED:**

\$ .

MEMO TO BE PRINTED ON CHECK: \_\_\_\_\_

Comments or further explanation:


(When complete, place in "COMPLETED VOUCHERS" folder.

Reviewed by: \_\_\_\_\_

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FOR BOOKKEEPER USE:

Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Issued: \_\_\_\_\_ Entered: \_\_\_\_\_