

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

**CHECK NO:** \_\_\_\_\_

*OFFICE USE ONLY*

## **VOUCHER**

**Name of Ministry Area** \_\_\_\_\_

**Amount**        \$ \_\_\_\_\_

**Attach Receipt to back of Voucher**

**Purpose of Purchase** \_\_\_\_\_  
\_\_\_\_\_

**Check Payable To** \_\_\_\_\_  
\_\_\_\_\_

**Approved by** \_\_\_\_\_

**Signed by Staff Person in charge of Ministry Area**

**Line Item Charged** \_\_\_\_\_

Revised Feb. 2006