Please staple receipts to
BACK of this request.

Living Word United Methodist Church
Check Request/Voucher

Source: ☐ General Fund ☐ Restricted ☐ Capital

Today's Date _____

Pay _____

Date needed _____

Address _____

City, St Zip _____

Budget Budgeted item? _____ Ad Board approval, if not _____

Disposition ☐ Mail check to the above ☐ Invoice attached on back

☐ Give check to _____ ☐ Invoice forthcoming (hold check)

Approval	Invoice #	Invoice Date	Explanation	Work area Charge A/C #	Amount

Total **$** _____

Other Instructions, Explanations, or Information:

APPROVAL OF ENTIRE EXPENSE: _____ **otherwise, initial each invoice**

Business Office Use

Initials	Date Paid	Check #	Total amount