

## PAYMENT VOUCHER

Vendor: \_\_\_\_\_

Budget Account: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: (select one)

Reimburse Purchaser

Church VISA       Church American Express

Purpose \_\_\_\_\_

\_\_\_\_\_

Purchased by: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. (        ) \_\_\_\_\_

Email \_\_\_\_\_

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

**\*\*Receipt(s) must be attached to payment voucher to receive reimbursement.**

OFFICE USE ONLY	
<input type="checkbox"/> Charge entered in QuickBooks	<input type="checkbox"/> Reconciled on Statement
<input type="checkbox"/> Reimbursed to Purchaser	
Date: _____	Check No. _____ by: _____

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