

First Presbyterian Church
939 B Street Petaluma, CA 94952

Request for Payment Voucher

Operation Account

Reserve Account

Date: _____

Total Amount: _____

Commission Account: _____

Reason for Expenditure: _____

Description	Store / Vendor	Date Purchased	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total of all expenses			

Make check payable to _____
Address _____

I will pick up check in Church office

Requested by: _____

Approved by (must be another elder or pastor): _____

1. Attach all receipts, bills and other documents for payment.
2. Itemize all items, subtotal on each receipt and enter in table above.
3. Please completely fill out this form to minimize any delays in reimbursement.
4. Obtain approvals from appropriate commission or pastor and turn in to the church office.
5. If payment is requested before receipts are obtained, please forward receipts to the bookkeeper when they are available. Also attach copies of any information you currently have about the expected expenses, i.e. brochure registration form, advertisement etc.
6. If you have an unusual situation, question or problem completing this form, please contact the bookkeeper for help.

For Office Use Only

Date: _____

Account: _____

Check: _____