

Zion Pilgrim Baptist Church-Richtex Expense Voucher

A. Ministry/Department Information:

Ministry/Department Name _____ Ministry Expense No. _____

Director's/Requestor's Name _____ Date _____

Director's/Requestor's Phone Number _____

B. Purpose: _____

C. Check Requisition:

(Invoice must accompany request)

Check Payable To: _____

Amount of Check: _____ **Reimbursement:** Yes _____ No _____

(Complete if applicable)

Check to be given to _____ **Date Required** _____

Phone Number _____

D. Credit Card Information: Visa Card _____ Sam's Card _____

(Select Card Charged. All receipts must accompany Voucher)

COMPANY/VENDOR	COST
Total	

Approval: _____

Check Number: