St. Paul's Baptist Church Martin Luther King, Jr. Plaza One Hagerty Boulevard West Chester, PA 19382

## **VOUCHER/PURCHASE FORM**

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## **Conditions for Reimbursement/Payment**

- Vouchers must be completed prior to spending funds. Reimbursement <u>cannot</u> be guaranteed without appropriate approvals.
- Vouchers must be completed at least <u>two weeks prior</u> to the date payment is needed.
- Documentation of approved expenses (original receipts) <u>must</u> <u>be submitted</u> in order to be reimbursed. Vouchers submitted without appropriate documentation will not be paid.
- All requests for payment/reimbursement must be received within thirty (30) days of the expense. Requests received beyond this time may not be honored.
- Budgeted expenses will receive payment priority.
- Vouchers are paid on a priority basis and on the availability of funds.

## **Voucher Completion**

- Vouchers must be prepared on a typewriter, computer, or in ink.
- A separate voucher must be completed for each check requested.
- All information must be completely filled in. Incomplete vouchers will not be processed.
- You must list the department (Department of General Ministries, Department of Worship & Music Ministries, Department of Education Ministries, Department of Missions & Evangelism, Department of Specialized Ministries, Department of Institutional Development, Finance & Property Ministries, and Department of Youth Ministries).
- You must list the Ministry.
- All appropriate signatures must be secured as necessary (pastor, deacon, ministry chairperson, department chairperson) prior to submitting to the Board of Trustees.