

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

VOUCHER/PURCHASE FORM

Date Requested _____

Date Required _____

Department _____

Ministry _____

Submitted By _____

Request	Cost	Vendor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information:

Department Chairperson Signature _____

Treasurer Signature _____

Trustee Signature _____

Date _____

Conditions for Reimbursement/Payment

- Vouchers must be completed prior to spending funds. Reimbursement cannot be guaranteed without appropriate approvals.
- Vouchers must be completed at least two weeks prior to the date payment is needed.
- Documentation of approved expenses (original receipts) must be submitted 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.