

STANDARD VOUCHER
UNITARIAN UNIVERSALIST CHURCH
2615 Shepard Blvd.
Columbia, Mo. 65201

Date _____

Total Amount of payment: _____

Make Check Payable To: _____

Address To: _____

For Bookkeeping purposes, please briefly describe the expenditure and attach the receipt or other documentation of the purchase:

Amount	Item purchased	Committee or Budget Line
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person Authorizing Payment: _____
(signature)

Please print name of person authorizing payment: _____

Please submit your requests for payment on a timely basis. Expenses should not be accumulated over long periods of time. Vouchers for reimbursement must be submitted to the church administrator for reimbursement in the fiscal year for which they were incurred.

The person authorizing payment must be the chair/leader of the committee/team, the minister, the director of religious education, or the church treasurer, president or secretary. If the chair/leader of a committee/team is being reimbursed, another unrelated committee/team member must sign. Also, the person signing the voucher cannot also sign the check in payment of the voucher. If you are unsure who should sign, the church administrator will route the voucher to the correct person.

If you have any questions about voucher requirements or payment procedures, please contact the church administrator during business hours at 442-5764. A check will be prepared within 10 business days and mailed to the address you provided above.

Forms/Standard Voucher
For Bookkeeping Use:

Date Paid _____ Check no. _____