

Payment Voucher Wesley Chapel United Method Church

Date _____

Payee _____
(Person or Company Receiving Check or Payment)

Payment _____ Refund _____ Purchase _____

\$ _____
Amount of Check Fund or Organization

Purpose of Funds _____

Authorized By: Ministry Chair _____
Signature

Approved By: _____
Committee or Organization Chairperson

Pastor

Budget Code _____

Advance _____
Lodging _____
Food _____
Gasoline _____
Other _____
Other _____
Other _____
Total Expense _____
Balance _____

PAYMENT VOUCHER PROCESSING INSTRUCTIONS

1. Complete the voucher by typing in the information per the form. Sign the voucher using the pen on the upper left or simply type your name.
2. Save the voucher to your device using a filename that describes it, i.e., Veterans Day Honorarium. (Note: You will need to specify where on your device you want to save the file; the default is Downloads)
3. Create an email from you to your approving leader, i.e., NOWW Chair, Trustee Chair, etc.
 - a. Carbon Copy (CC) the Lead Pastor and the Treasurer.
 - b. Type a concise message that explains your submission.
 - c. Attach the voucher you saved earlier.
 - d. Attach scanned copies of all supporting documentation, i.e., invoices, receipts, etc.
 - e. Send the email and your voucher has entered the process for approval.
4. Approving leaders, upon reviewing the voucher email:
 - a. Review the voucher and supporting documentation; if acceptable,
 - b. Approve the voucher for payment by replying to all in the email with the statement: Please accept this as my electronic signature approving the \$ (enter the amount) (name) voucher, i.e., \$300 Veterans Day Honorarium voucher.
5. The Lead Pastor will approve by email as well, and the Treasurer will accept all electronic approvals to generate payment of the voucher.