

PURCHASE VOUCHER

Trinity United Methodist Church

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Instructions for Completion:

Please complete a voucher for each check that needs to be written. Present the voucher to the Treasurer for payment along with receipt or invoice for product purchased/services rendered.

DATE OF REQUEST: _____

MAKE CHECK PAYABLE TO: _____

AMOUNT OF CHECK: _____

DESCRIPTION OF PURCHASE: _____

CHECK (✓) APPROPRIATE EXPENSE CATEGORY FROM LIST BELOW:

____ M2M MATTHEW 25 MINISTRIES FOOD PANTRY

____ T.O.P. TRINITY OUTREACH PROGRAM

____ VACATION BIBLE SCHOOL

____ WORSHIP SUPPLIES (INCL. COMMUNION)

____ BUILDING MAINTENANCE (SPECIFY BUILDING: _____)

____ WORSHIP (INCL. AUDIO/VISUAL)

____ PROGRAM EXPENSE (I.E. CHRISTMAS, EASTER, ETC.)

____ PASTOR'S EXPENSE (I.E. MILEAGE, TUITION REIMB.)

____ EDUCATION/CURRICULUM FOR SUNDAY SCHOOL/BIBLE STUDY

____ BIBLE STUDY EXPENSE

____ OTHER (SPECIFY: _____)

TREASURER USE ONLY

Date paid: _____ Check Number: _____ Amount paid: _____

APPROVED BY: _____ TITLE: _____ DATE: _____