



## CHECK REQUEST VOUCHER

The individual requesting the check **should not** be the same person authorizing this voucher. Thanks

Please circle one?

REIMBURSEMENT

ADVANCE CHECK

CTC CREDIT CARD

SPEAKERS

Please list & attach receipts to this voucher & return it to the CTC office

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Date: \_\_\_\_\_

Payable To:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

REASON FOR CHECK: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### EDIFICIATION EXPENSE

#### **Christian Education**

Bible Study \_\_\_\_\_  
Education \_\_\_\_\_  
New Member Trng \_\_\_\_\_  
Sunday School \_\_\_\_\_  
Scholarship \_\_\_\_\_  
Discipleship \_\_\_\_\_  
Seniors In Motion (SIM) \_\_\_\_\_

#### Worship

Adult Choir \_\_\_\_\_  
Deaconate \_\_\_\_\_  
Pastor's Aid \_\_\_\_\_  
In-House Speakers \_\_\_\_\_  
Ministers Ed. Asst. \_\_\_\_\_  
Outside Speakers \_\_\_\_\_  
Usher Exp. \_\_\_\_\_  
Praise Team Singers) \_\_\_\_\_  
Revival \_\_\_\_\_

#### Youth

Boys Stomp Dance \_\_\_\_\_  
Children's Choir \_\_\_\_\_  
Nursery \_\_\_\_\_  
Praise Dancers \_\_\_\_\_  
Teens Church \_\_\_\_\_  
Teens Choir \_\_\_\_\_  
VBS \_\_\_\_\_  
Youth Mentoring \_\_\_\_\_  
Youth Ministry Exp. \_\_\_\_\_

Please circle one?

**Budget**

**Personal  
Ministry  
Expense (PME)**

### EVANGELISM EXPENSES

#### **Fellowship**

Kitchen Committee \_\_\_\_\_  
Hospitality \_\_\_\_\_  
Marriage Ministry \_\_\_\_\_  
Men's Ministry/Fellowship \_\_\_\_\_  
Sewing/Quilting Ministry \_\_\_\_\_  
Website-Information Coordinator \_\_\_\_\_  
Women's Ministry/Fellowship \_\_\_\_\_

#### **Outreach**

Audio Visual \_\_\_\_\_  
Bus Ministry \_\_\_\_\_  
Evangelistic Events \_\_\_\_\_  
Missionary \_\_\_\_\_  
Singles \_\_\_\_\_  
Youth \_\_\_\_\_

Photography \_\_\_\_\_

**Budget**

**Personal  
Ministry  
Expense (PME)**

### LOGISTIC EXPENSES

Benevolent Exp. \_\_\_\_\_  
CARC \_\_\_\_\_  
PADS \_\_\_\_\_  
Bank Charges \_\_\_\_\_

Building Fund \_\_\_\_\_  
**Trustee Board** \_\_\_\_\_  
Church Anniversary \_\_\_\_\_  
Computer Svcs \_\_\_\_\_  
Equipment Leases \_\_\_\_\_

Contract Labor \_\_\_\_\_  
Decorations Com \_\_\_\_\_  
Facility Repairs \_\_\_\_\_  
Gifts/Donations \_\_\_\_\_

Future Hmsite \_\_\_\_\_  
Legal/Acctng \_\_\_\_\_  
Maintenance \_\_\_\_\_

Website \_\_\_\_\_  
Pastoral Trans. \_\_\_\_\_  
Printing/ Prom \_\_\_\_\_