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| **SECTION 1** |
| **Important Notes**The individual requesting the check **cannot** be the same person authorizing the voucher.If this is an Advance Check request (previous Advances along with all receipts must be cleared first).[ ]  Check this box to indicate the Overseer  has preapproved (required).**Overseer Name** [ ]  Indicate Ministry Overseer Name (write in space below or use pull-down above | **transaction type**Select One Below:[ ]  Advance Check[ ]  CTC Credit Card[ ]  Merchant Acct. Purchase[ ]  Reimbursement[ ]  Speakers | **Receipts**Please list and attach receipts to this voucher, return to the CTC office. List the amounts in the space provided below. 1. $ 6. $  |
| 2. $ 7. $ |
| 3. $ 8. $ |
| 4. $ 9. $ |
| 5. $ 10. $ |
| **Receipt Grand Total** $**Form of Funds Returned** [ ] Cash [ ] Check  |
| **SECTION 2** |
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|  |  |
| --- | --- |
| Date: Click or tap to enter a date. | Payable To (Name) *Or* (Requestor Name For A CTC Credit Card Transaction) |
| Address:  |
| Amount: $ Reason for check: |
| **(AUTHORIZED SIGNATURE – Ministry Head or Overseer)** |

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| **SECTION 3** |
| **EDIFICATION EXPENSES EVANGELISM EXEPENSES** |
| **CHRISTIAN EDUCATION**[ ]  Bible Study[ ]  Discipleship [ ]  Education [ ]  Minister Education Supplies[ ]  New Member Training[ ]  Scholarship [ ]  Sunday School |  **WORSHIP**[ ]  Adult Choir[ ]  Deaconate[ ]  In-House Speakers [ ]  Outside Speaker[ ]  Pastor’s Aid[ ]  Praise Team[ ]  Revival [ ]  Ushers | **YOUTH**[ ]  Boys Praise Team[ ]  Children’s Church[ ]  Girls Praise Team [ ]  Nursery[ ]  Teen Church[ ]  VBS [ ]  Youth Mentoring [ ]  Youth Ministry[ ]  Youth & Teen Choir | **FELLOWSHIP**[ ]  Hospitality [ ]  Kitchen Committee[ ]  Marriage[ ]  Men[ ]  Photography[ ]  Seniors In Motion[ ]  Sewing/Quilting [ ]  Website[ ]  Women  | **OUTREACH**[ ]  Audio Visual[ ]  Benevolent[ ]  Bus[ ]  CARC [ ]  Evangelistic Events[ ]  Missions[ ]  PADS |
| **LOGISTIC EXPENSES** |
| [ ]  Bank Charges [ ]  Capital[ ]  Computer Services[ ]  Contract Labor[ ]  Decorations[ ]  Equipment Leases | [ ]  Facility Repairs[ ]  Future Home Site[ ]  Gifts/Donations[ ]  Janitorial Supplies[ ]  Lawn Service[ ]  Legal/Accounting | [ ]  Office Administration[ ]  Printing/Promotions[ ]  Scavenger[ ]  Snow Removal[ ]  Trustee Board[ ]  Utilities  |  |  |
| **SECTION 4** |
| **EXpENSE TYPE \*(required)\* CTC OFFICE USE ONLY** |
| ***Form cannot be processed without this information.*!!Important!!** You must indicate where the funds to cover the transaction will come from. Examples below:**Budget** (Newspaper ad, food for pre-approved events, teaching supplies, postage, etc.)**Personal Ministry** (monies that are contributed by ministry members can be used for year-end celebration outing or other special event, gifts, etc.)\*\*\*\*select a box below\*\*\*[ ]  **BUDGET EXPENSE** [ ]  **PERSONAL MINISTRY** | [ ]  Internal Audit Process Completed (Results In Compliance) [ ]  YES [ ]  NO |
| **ADVANCE** | **reimbursement** |
| Issuance date  | Issuance date  |
| Date advance cleared |  |
| All receipts received? [ ]  Yes [ ]  NoFunds owed? [ ]  Yes [ ]  NoFunds returned [ ]  Cash [ ]  Check # \_\_\_\_\_\_\_\_\_\_\_\_\_ | **CTC CREDIT CARD**All receipts received? [ ]  Yes [ ]  No |  |