|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | |
| |  |  | | --- | --- | | 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)** | | | | | | | | | |
| **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  No  Funds owed?  Yes  No  Funds returned  Cash  Check # \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **CTC CREDIT CARD**  All receipts received?   Yes  No | |  |