**LOGISTIC EXPENSES**

* **Capital Fund - Expansion**
* Bldg Improvement Projects
* Facility Repairs Improvements
* Future Home Site
* Audio Visual
* Benevolent
* Bus Ministry
* CARC
* Evangelism
* Missions
* PADS
* Boys Praise Team
* Children’s Church
* Girls Praise Team
* Nursery
* Teen Church
* VBS
* Youth Mentoring
* Youth Teen Choir
* Hospitality
* Kitchen
* Marriage
* Men Ministry
* Photography
* Seniors SIM
* Sewing/Quilt
* Women

**OUTREACH**

**FELLOWHHIP**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Returned** Funds Cash / Check $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECEIPTS**

Please list & **attach** **receipts** to this voucher & **return** to the CTC Office. Thanks

1. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECEIPT TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_­**

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **\*REQUIRED** Ministry Lead or Overseer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­

* Office Administration
* Printing/Promotions
* Scavenger / Garbage
* Snow Removal
* Trustee Board
* Utilities
* Bank Charges
* Computer Services
* Contract Labor
* Decorations
* Equipment Leases
* Gifts/Donations
* Janitorial Supplies
* Lawn Service
* Legal/Accounting

**IMPORTANT**

The individual **requesting** the check **cannot** be the same person **authorizing** the voucher

* Check here if the **Overseer** has preapproved this request & write the Overseer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUDGET $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Or/+ MINISTRY ACCOUNT (MA) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUDGET** – May be used for Teaching Supplies, Postage, Printing/Promotions (Ads) & Pre-approved CTC Events & Attire.

**MINISTRY ACCOUNT (MA) –** Funds contributed to the Ministries for personal events; **Gifts**, **Outings** etc.

**YOUTH**

**WORSHIP**

* Adult Choir
* Deaconate
* In–House Spkr
* Outside Spkr
* Pastor’s Aid
* Praise Team
* Revival
* Ushers

**CHRISTIAN EDUCATION**

**\*REQUIRED** Below please choose one or both & enter $ amount along with the **total.**  Thanks

* Bible Study
* Discipleship
* Education Ministry
* Ministers Education
* New Member Trng
* Scholarship
* Sunday School

**MINISTRY ACCOUNTS (MAE)**

**EDIFICATION EXPENSES**

**TRANSACTION TYPE**

**Selections Below**

* Advance Check
* CTC Check
* CTC Credit Card
* Merchant Acct.
* Reimbursement
* Speakers

**Advance Check Request Receipts** must be turned in to the CTC Office before another check can be granted. Thanks

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_\_\_\_\_\_\_\_

**Reason for Check** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\*REQUIRED** Ministry Lead or Overseer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT**

The individual **requesting** the check **cannot** be the same person **authorizing** this voucher

* Check here if the **Overseer** has preapproved this request & write the Overseer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUDGET $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Or/+ MINISTRY ACCOUNT (MA)** **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK REQUEST VOUCHER**

**MINISTRY ACCOUNT (MA) –** Funds contributed to the **Ministries** for Personal Events; Gifts, Outings etc.

**BUDGET** – May be used for Postage, Printing/Promotions (Ads); Teaching Supplies
Pre-approved CTC Events & Attire.

* Audio Visual
* Benevolent
* Bus Ministry
* CARC
* Evangelism
* Missions
* PADS

DATE: PAYABLE TO **Name of Person or Company / Vendor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVANGELISM EXPENSES**

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