**Overseer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMPORTANT**

The individual **requesting** the check **CANNOT** be the same person **authorizing** the voucher. Vouchers received by close of day business day Thursday, ready for pickup on Friday. Checks are placed in the appropriate ministry mail slots.

* Check here if the Overseer has pre-approved**.**

**Reimbursed / Returned Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advance Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK REQUEST VOUCHER**

REVISED: MARCH 2024

**MINISTRY ACCOUNTS (MAE)**

**EVANGELISM EXPENSES**

**EDIFICATION EXPENSES**

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

Reason for Check/Funds Return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*SIGNATURE REQUIRED** (Ministry Lead or Overseer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

**RECEIPTS**

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

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

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

**TRANSACTION TYPE**

**Selections Below**

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_PAYABLE TO **Person or Company/Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

* Boys Praise/Stomp
* Children/Tween Church
* Girls Praise Team
* Nursery
* Teen Church
* VBS
* Youth/Teen Mentoring
* Youth Teen Choir
* Cherubs
* Childrens Activities
* Audio Visual
* Benevolent
* Bus Ministry
* Evangelism
* Missions
* Website
* Hospitality
* Kitchen
* Marriage
* Men Ministry
* Photography
* Seniors SIM
* Sewing/Quilt
* Women Ministry
* Social Justice
* 20/30s Ministry
* Adult Choir
* Deaconate
* In–House Spkr
* Outside Spkr
* Pastor’s Aid
* Praise Team
* Revival
* Ushers
* Bible Study
* Discipleship
* Education Ministry
* Ministers Education
* New Member Trng
* Scholarship
* Sunday School

**FELLOWSHIP**

**YOUTH**

**WORSHIP**

**CHRISTIAN EDUCATION**

**OUTREACH**

**\*REQUIRED** Below please choose one or both & enter $ amount**.**  Thanks.

**BUDGET ACCONT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MINISTRY CASH ACCOUNT (MAE) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOGISTIC EXPENSES**

* Printing/Promotions
* Snow Removal
* Trustee Board
* Gifts/Donations
* Janitorial Supplies
* Office Administration
* Computer Services
* Contract Labor
* Decorations
* Capital Fund - Expansion
* Building Improvement Projects
* Facility Repairs Improvements

**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.

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 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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