



Christian Tabernacle church

CHECK REQUEST VOUCHER

REVISED: MARCH 2024

IMPORTANT TRANSACTIONS TYPE RECEIPTS
The individual requesting the check CANNOT be the same person authorizing the voucher.
Advance Check Request Receipts must be turned in to the CTC Office before another check can be granted.
Please list & attach receipts to this voucher & return to the CTC Office. Thanks

DATE: PAYABLE TO Person or Company/Vendor Name
Address City State Zip Code
Reason for Check/Funds Return
\*SIGNATURE REQUIRED (Ministry Lead or Overseer)

EDIFICATION EXPENSES MINISTRY ACCOUNTS (MAE) EVANGELISM EXPENSES
CHRISTIAN EDUCATION WORSHIP YOUTH FELLOWSHIP OUTREACH
BUDGET ACCONT \$ MINISTRY CASH ACCOUNT (MAE) \$

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

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,