

CHECK REQUEST VOUCHER

REVISED: MARCH 2024

Christian Tabernacle church

IMPORTANT The individual requesting the check CANNOT be the same person authorizing the voucher. Vouchers received by close or day business day Thursday, ready for pickup on Friday. Checks are placed in the appropriate ministry mail slots. Check here if the Overseer has preapproved. Overseer Name: Advance Check Request Receipts must be CTC Office before another check can be greater than the check can be greater than the control of the check can be greater than the check can be	f O CTC Check CTC Credit Card Merchant Acct. Reimbursement Speakers e turned in to the Reimbur	RECEIPTS Please list & attach receipts to this voucher & return to the CTC Office. Thanks 1. \$
DATE: PAYABLE TO Person or Company/Vendor Name Address City State Zip Code *SIGNATURE REQUIRED (Ministry Lead or Overseer)		
EDIFICATION EXPENSES CHRISTIAN EDUCATION WORSHII	INISTRY ACCOUNTS (MAE) YOUTH	EVANGELISM EXPENSES
 Bible Study Discipleship Education Ministry Ministers Education New Member Trng Scholarship Praise Testival Sunday School Revival Ushers 	oir o Boys Praise/Stomp te o Children/Tween Chi e Spkr o Girls Praise Team Spkr o Nursery Aid o Teen Church vBS o Youth/Teen Mentor o Youth Teen Choir o Cherubs o Childrens Activities	urch Marriage Men Ministry Photography Seniors SIM Sewing/Quilt Women Ministry Social Justice 20/30s Ministry Benevolent Bus Ministry Evangelism Missions Website
BUDGET ACCONT \$ MINISTRY CASH ACCOUNT (MAE) \$		
LOGISTIC EXPENSES		
 Computer Services Contract Labor Decorations Gifts/Don Janitorial Office Ad 	Supplies o Building Ir	und - Expansion o Printing/Promotions mprovement Projects o Snow Removal epairs Improvements o 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**,