

Watts Chapel Missionary Baptist Church
 3703 Tryon Road, Raleigh, NC 27606
VOUCHER FORM

STEWARDSHIP MINISTRY USE ONLY

Advance Credit Card last four digits: _____

Invoice Reimbursement Store Account

Approved _____

Declined _____

Ministry Account Number: _____

Ministry Account Name: _____

YTD Expenses \$ _____

Annual Budget \$ _____

Check Date _____

Check Number _____

Check Amount \$ _____

Processed by: _____ Disposition Date: _____

Ministry: _____

Pay to: _____

Invoice #: _____

Are these funds for Missions? Yes No

Do you want us to: Mail check Place check in Finance Mailbox

Mail payment to: _____

Address: _____

Disposition of Check:

Church Office Ministry Mailbox

Stewardship Mailbox U. S. Mail

PURCHASE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		\$
VOUCHER TOTAL		\$

Explanation/Justification/Comments:

 Signature of Ministry Leader

 Date

 Signature/Approval-Treasurer/Assistant Treasurer

 Date

 Signature/Approval-Pastor or Chairman of Deacons

 Date

Stewardship Ministry use only: