PROGRESSIVE CHURCH OF GOD IN CHRIST

Payment Voucher

Instructions

1. Fill out description and amount of proposed purchase.
2. Sign form and turn it in to the Board of Trustees Chairman, who will fill in the approved amount.
3. Turn form into Chief Financial Officer who will sign form and disburse check. (There is a seven [7] day processing period for checks).
4. Attach receipts to payment voucher and turn in within fourteen (14) calendar days of event ore expenditure. Failure to turn in receipts in a timely manner may result in a refusal by the Chief Financial Officer to disburse any further funds to you or your auxiliary.

Purchase Date	Description of Purchase	Amount
1.______________	______________________________	$ __________
2.______________	______________________________	$ __________
3.______________	______________________________	$ __________
4.______________	______________________________	$ __________
5.______________	______________________________	$ __________
6.______________	______________________________	$ __________
7.______________	______________________________	$ __________
8.______________	______________________________	$ __________
	TOTAL	$ __________

Payee: ______________________________ Address: ______________________________

Authorized by: Signature: ______________________________ Date: __________

Purchase for: *Auxiliary*: ______________________________ Progressive: ☐

Check box if making purchase for church as a whole

THIS SECTION NEEDS TO BE FILLED OUT BY TRUSTEE BOARD CHAIRMAN AND FINANCIAL OFFICER

Amount Approved: $ __________ By: ______________________________ Date: __________

(Trustee Board Chairman)

Check Amount: $ ______________ Check #: ______________________ Date: __________

Check disbursed by: ______________________________ , Chief Financial Officer

ATTACH RECEIPTS