

CHECK# _____

FIRST UNITED PRESBYTERIAN CHURCH - CHARLOTTE, NC 28202
VOUCHER FOR DISBURSMENT OF FUNDS
(Documentation Must Be Attached)

DATE REQUESTED: _____ DATE FUNDS NEEDED: _____

NAME OF EVENT/ACTIVITY _____

DATE OF EVENT/ACTIVITY: _____

BUDGET CATEGORY [You Must Check One]

- Ministry Administrative/Overhead Personnel Special Account Building Fund

BUDGET GROUP ACCOUNT NAME _____

BUDGET LINE ITEM [Expense Account Nbr to be Charged] _____

MAKE CHECK PAYABLE TO: _____

Check One: HOLD FOR PICK UP FAX TO: _____

MAIL TO: ADDRESS: _____

CITY, STATE, ZIP: _____

PURPOSE OF FUNDS REQUESTED: _____

AMOUNT: _____ WRITTEN AMOUNT: _____

AUTHORIZED SIGNATURES:

Voucher Submitted By: _____ Phone/Email _____

Ministry Co-Chair/Board Treas.: _____ Phone/Email _____

All signatures attest that this voucher and documentation (receipts) are true and accurate in compliance with FUPC Financial Management Policies, and that all funds are used for the stated purpose and on behalf of FUPC.

APPROVED BY FINANCE COMMITTEE: (Sign) _____

(Date) _____

COMMENTS: _____

*****Below Line For Use of Treasurer*****

Given By (Treasurer's Initials): _____ Date: _____

Check# _____ Account# _____ Invoice# _____

Distribute Form: * Print voucher and complete with all signatures.
* Attach documentation and place in the Treasurer's box.