



Growing Faithfully

EXPENSE VOUCHER

Note: An expense voucher and receipt or invoice must be provided to the treasurer before payment can be made.

Requestor Signature: _____ Date Requested: ____/____/200__

Committee Chair Signature: _____

Amount of Expense: _____ Charged to church account _____

Reason for expense: _____

Budget Line Item or Special Fund: _____

Make check payable to: _____

Mail check to address: _____

It is the responsibility of the requestor to obtain committee chair approval for all program expenses. Place vouchers and receipts in the Treasurer's mail box or mail to: Lee Mount, 80 Gulf Bridge Road, West Monroe, NY 13167 Please use our tax exempt number for all purchases: Cicero United Methodist Church 105595. Tax exempt forms are available in the Treasurer's mail box.



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