

Expense Voucher Form
Amazing Grace Community Church

Instructions:

1. Provide each expense detail in the description column **including Ministry Team or Expense Category**.
2. Attach the receipts to the voucher form. For any reason, if the receipts are not available, please discuss the matter with an overseer first before filing this form.
3. Please print and sign your name; fill out all the information and date the voucher form. Give this form and receipt(s) to a **Overseer Board member for approval**.

Item #	Date	Description	Ministry Team/Expense Category	Amount
1				
2				
3				
4				
5				
6				
7				
			Total	\$

Date: _____

Requested by: _____ **Signature:** _____

Check payable to: _____

Address (if needed): _____

Additional notes: _____

Approved by: _____ **Signature:** _____ **Date:** _____

Approved by: _____ **Signature:** _____ **Date:** _____

Notes: _____

Check #: _____