

FRANKLIN AVENUE BAPTIST CHURCH

8181 LAKE FOREST BLVD
New Orleans, LA 70126

CHECK REQUEST	<input type="checkbox"/>
CREDIT CARD PURCHASE REQUEST	<input type="checkbox"/>

VOUCHER FORM

		Approved Budgeted Funds Available for this purchase or event			
DATE OF VOUCHER					
DATE NEEDED*** CHECK OR PURCHASE DELIVERY		Next check run			
NAME OF MINISTRY					
PERSON REQUESTING CHECK					
AMOUNT OF CHECK OR PURCHASE AMOUNT		\$			
MAKE CHECK PAYABLE TO or NAME OF VENDOR		Check box to indicate: W9 on File <input type="checkbox"/> or Attached to Voucher <input type="checkbox"/>			
Please select delivery		Do Not Mail Check <input checked="" type="checkbox"/> PICK UP Thursdays Only All Checks Mailed on FRIDAY All vouchers require current MAILING Address			
C/O or ATTN:					
Mailing Address					
City		State		Zip Code	
FUNDS TO BE USED FOR					
FUNDS OR PURCHASE AUTHORIZED BY :(must be signed)				DATE	
SUPPORT ATTACHED	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Return remaining cash and receipts to settle voucher no later than 7 days after event.		
>IF NO, PLEASE EXPLAIN	REIMBURSEMENT REQUEST: - **ATTACH RECEIPTS AND REIMBURSEMENT FORM TO VOUCHER		VOUCHER RECONCILEMENT: **ATTACH RECEIPTS TO RECONCILEMENT FORM		