# ADVANCE FUNDS REQUEST

_All items must be submitted within 30 days of expenditure_

<table>
<thead>
<tr>
<th>FROM: Give correct name of church organization, group, or person</th>
<th>Voucher Date</th>
<th>Due Date</th>
<th>Account No. Will be entered by Finance Staff</th>
</tr>
</thead>
</table>

### PLEASE ADVANCE

Give correct name of individual, company or organization

Write in – spell out – amount of funds – i.e. “Three Hundred Dollars” etc.

<table>
<thead>
<tr>
<th>MAIL TO:</th>
<th>SEND TO:</th>
<th>HOLD AT CHURCH:</th>
<th>Name: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Street Address: ____________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City, State and Zip Code: __</td>
</tr>
</tbody>
</table>

### REASON FOR VOUCHER REQUEST:

( Need budget or estimate attached to request) __________________________________________________________ |

____________________________________________________ |

### Document Prepared By

1. Signature: ____________________________________________ |

### Authorized Signatures

2. Chairperson’s
   Signature: ____________________________________________ |
   **Check One:** Nurture [ ] Witness [ ] Outreach [ ]
   SPRC [ ] Trustee [ ] Finance [ ]

3. Pastoral Support Staff
   Signature: ____________________________________________ |

4. Operations Manager
   Signature: ____________________________________________ |

### NOTE:

PLEASE COMPLETE ALL ITEMS AS REQUESTED. INCOMPLETE VOUCHERS MAY CAUSE DELAY IN PAYMENT.
(See Reverse Side of this form for procedure details)
VOUCHER REQUEST PROCEDURES

This process requires a minimum of ten (10) business days. Please plan accordingly.

ALL vouchers submitted must adhere to the following procedures:

___ 1) Requestor to obtain Ministry Chair or designee approval signature on completed voucher.

___ 2) Requestor to submit signed voucher to church office attn: Nurture, Witness, or Outreach Chairperson (or other designated committee area) for review and approval.

___ 3) Review & approval signature of Pastoral Support Staff

___ 4) Review and final approval signature of Operations Manager and Finance Chair

___ 5) Routed to Treasurer for drafting of check for payment

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REIMBURSEMENT OF MONIES SPENT OR REQUEST FOR PAYMENT

Vouchers submitted for reimbursement of monies spent must be accompanied by receipts and/or invoice.

Please staple documents to back of voucher form.

Vouchers must be submitted no later than 30 days after expenditure.

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FUNDS REQUESTED IN ADVANCE OF PURCHASE

If voucher request requires advanced funds, an itemized budget must be submitted with Advance Funds Voucher request.

After purchases are made, receipts must be submitted to verify monies spent along with a copy of completed Advance Funds Voucher Form to verify original disbursement.

Any funds unspent must be returned with receipts to match monies spent.

If spending goes over budgeted request, reimbursement will be granted with proper approvals, receipts and copy of Advance Funds Voucher Form.