



HOLMAN UNITED METHODIST CHURCH

3320 West Adams Boulevard ▪ Los Angeles ▪ CA ▪ 90018

(323) 731-7285 OFFICE ▪ (323) 731-2609 FAX

website: www.holmanumc.com ▪ email: holman@holmanumc.com

Please deliver completed voucher and receipts to the Church Office to the attention of proper chairperson:

TO: ☐ Nurture Chair
☐ SPRC Chair

☐ Witness Chair
☐ Finance Chair

☐ Outreach Chair
☐ Trustee Board Chair

CHECK REQUEST VOUCHER

(All items must be submitted within 30 days of expenditure)

FROM: Give correct name of church organization, group, or person

Voucher Date

Due Date

Account No.
Will be entered
by Finance Staff

PLEASE PAY

Give correct name of individual, company or organization

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

\$

MAIL TO: ☐

SEND TO: ☐

HOLD AT CHURCH: ☐

Give complete and correct name and address of individual, organization or company

Address information is needed for church records

Name: _____

Street Address: _____

City, State and Zip Code: _____

REASON FOR VOUCHER REQUEST: _____

Is Bill / Receipt Attached

Yes ☐

No ☐

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)

For Office Use

Revised 5/08

PLEASE SEE REVERSE SIDE OF FORM

VOUCHER REQUEST PROCEDURES

This process requires a minimum of ten (10) business days before the 3rd Sunday. Please plan accordingly. Vouchers may be obtained from the church office.

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** 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
- ___ 6) Expenses may be applied toward your tithes.
- ___ 7) No Reimbursement under \$25.00

REIMBURSEMENT OF MONIES SPENT OR REQUEST FOR PAYMENT

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

Please staple documents to back of voucher form.

Vouchers must be submitted no later than 30 days after expenditure. Any Expenditures submitted more than 30 days after purchase will not be reimbursed.

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.