

FELLOWSHIP OF LOVE CHURCH

Receiving and Responding to the Love of God by Loving God, others, and ourselves Matt 22:37-39

Voucher Requisition

All funds expended from the FOLC budget must be requested using this voucher requisition form. Vouchers must be completed and submitted to the Church Administrator at least TWO weeks prior to needed purchase. Checks are issued on the 2nd and 4th Sundays of each month.

DATE REQUESTED: _____

| | |
|---------------------------|----|
| MINISTRY REQUESTING FUNDS | |
| ANNUAL BUDGET | \$ |
| AMOUNT SPENT TO DATE | \$ |
| BALANCE | \$ |

MAKE CHECK PAYABLE

TO: _____

—

AMOUNT REQUESTED: \$ _____

DATE NEEDED:

VOUCHER SUBMITTED

BY: _____

—

| <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT PRICE</u> | <u>AMOUNT</u> |
|-----------------|--------------------|-------------------|---------------|
|-----------------|--------------------|-------------------|---------------|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

To Be Completed By Staff:

Receipt(s) or Invoice(s) Attached? YES or NO

**APPROVED BY: [Board Member/
Administrator]**_____ **Date**_____

Check Number: _____ Date Check Issued/Mailed: _____