



BETHEL BAPTIST CHURCH EXPENSE VOUCHER

PLEASE FOLLOW DIRECTIONS ON BACK OF FORM

Your check cannot be processed unless this form is fully completed, signed by an authorized signer, and includes an original receipt, contract, or other documentation.

**PLEASE LEAVE COMPLETED FORM IN THE TREASURER'S "IN" BOX IN
THE SECRETARY'S OFFICE.**

If you have questions, please contact the Treasurer, Susan Holt, at susanholt@montana.com

Date of this request: _____

Amount Requested: \$ _____

Make Check Payable to: _____

(Please check one):

____ Mail check to payee at (address): _____

____ Give check to _____ for personal hand delivery

____ Leave check in Secretary's door mailbox in sealed envelope

____ Leave check in Secretary's office for personal pickup.

____ Receipt for Credit Card purchase. Which Vendor? _____

CHARGE CHECK TO THE FOLLOWING ACCOUNT(S): *(ie Fellowship, Youth Min, etc)*

\$ _____ ACCOUNT NAME: _____

\$ _____ ACCOUNT NAME: _____

\$ _____ ACCOUNT NAME: _____

\$ _____ ACCOUNT NAME: _____

Purpose for which funds have been/will be used: _____

AUTHORIZED SIGNER:

(Ministry Team Leader, Moderator, or Pastor)

Please PRINT name, then sign: _____

Additional Signature:

Please PRINT name, then sign: _____

DIRECTIONS FOR COMPLETING THE EXPENSE VOUCHER:

1. PLEASE FILL OUT A SEPARATE VOUCHER FOR EACH CHECK YOU ARE REQUESTING.
2. PLEASE FILL OUT THE VOUCHER COMPLETELY:
* **This form must list the specific Budget or Designated Account to be debited.** If you do not know which account that is, please contact the Treasurer, Susan Holt (susanholt@montana.com) or 546.6787.
* **A receipt, invoice, contract, or other paperwork substantiating your request MUST accompany this form.**
*Please coordinate with the treasurer for the account being debited when completing this form and provide them with additional signatures and/or copies as requested, so they can maintain their records as required.
3. **WHEN COMPLETED, PLEASE FORWARD THIS FORM & ANY ATTACHMENTS TO THE TREASURER:**
*Place in the Treasurer's "In" box, located in the Secretary's Office.

WHEN WILL YOUR CHECK BE READY?

The Treasurer receives Expense Vouchers on **TUESDAYS** and will write reimbursement checks that day if monies are available. Checks over \$500 will need a second signature and will be available **WEDNESDAY**, so that the Assistant Treasurer or Secretary can sign them and put them in mailboxes or have them mailed.

Checks may be picked up during the weekdays from the Secretary during regular office hours.
You may pick up a check ONLY if you are the payee, are listed on the front of the form as authorized to pick-up the check, or are the Authorized Signer who has requested the check. Please call ahead (721-2780) to make sure that your check is ready and that someone will be available to help you.

Checks not picked up by Friday, will be mailed for your convenience.

AUTHORIZED SIGNERS (2010):

Christian Education	Joan Reitzel
Greeting/Ushers	Ray Windmuller
Men's Ministry	Ryan Doughty
Women's Ministry	Su Mollenhoff
Youth Ministry	Tami Doughty
Worship	Jim Sanders
Trustees	Bill Forwood
All other requests	Pastor Ryan Doughty Gary Anderson, Moderator