

# TURNER CHAPEL A.M.E. CHURCH

## Voucher/Purchase Order Form

CHECK NUMBER	DATE PAID
FOR OFFICE USE ONLY	

Request Date: \_\_\_\_\_

Name of Ministry: \_\_\_\_\_

Expense Code: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Explanation:

\_\_\_\_\_

(Check one) Budgeted: \_\_\_\_\_  
or Treasury Funds: \_\_\_\_\_

(Check one) Mail Check: Yes \_\_\_\_\_  
No \_\_\_\_\_

If yes, provide address below:  
\_\_\_\_\_  
\_\_\_\_\_

**\*Requests for Budgeted Funds will require a minimum ten (10) day turnaround (from voucher submission to receipt of check)**

**Complete the following Purchase Order section when requesting funds to make a purchase:**

**PURCHASE ORDER NUMBER** \_\_\_\_\_

Product Number/ID	Quantity	Product Description	Unit Price	Amount

**TOTAL \$** \_\_\_\_\_

Requestor / Ministry Lead: \_\_\_\_\_

Core Value Leader Signature: \_\_\_\_\_

Executive Pastor Signature: \_\_\_\_\_  
*(Required only for Budgeted Funds)*

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_