



# MACEDONIA

## BAPTIST CHURCH OF BALTIMORE CITY

*A Place of Transformation*

### EXPENSE VOUCHER

**PLEASE GIVE COMPLETED FORM TO YOUR DESIGNATED TRUSTEE.**

*If you have questions, please contact your designated Trustee, **not** the Chairperson and/or Pastor  
The submission of all or any of these documents does not guarantee that your application will be approved.*

Voucher Submittal Date: \_\_\_\_\_

Date of event: \_\_\_\_\_

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

Make Check(s) Payable to: \_\_\_\_\_

Hand Deliver check(s) to \_\_\_\_\_  
(Name of chair or co-chairpersons)

**Purpose for which funds have been/will be allocated (please attach receipts/quotes):**

\_\_\_\_\_

**AUTHORIZED SIGNER** (please print, than sign)

**Ministry Leader:** \_\_\_\_\_

**2<sup>nd</sup> Signature authorized to receive check:** \_\_\_\_\_

**Designated Trustee to Ministry:** \_\_\_\_\_

**Chairperson of Trustee Board:** \_\_\_\_\_



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### **INSTRUCTIONS FOR COMPLETING THE EXPENSE VOUCHER:**

PLEASE FILL OUT A SEPARATE VOUCHER FOR EACH CHECK YOU ARE REQUESTING. STAPLE ALL VOUCHERS AND RECEIPTS TOGETHER.

FILL OUT THE VOUCHER COMPLETELY:

- \* This form must list specific budget request
- \* A receipt, invoice, contract, or other paperwork substantiating your request must accompany this form.
- \* If the submission is not given to the designated trustee at least four (4) weeks in advance of the event, security of payment WILL NOT be fulfilled.

### **WHEN WILL YOUR CHECK BE READY?**

The designated Trustee working directly with your organization will review the information the week it is presented and given to the Chairperson of the Trustee Board, within 96 hours of delivery, upon agreement between both parties. With proper approval, checks will be distributed accordingly.

You may pick up a check *ONLY* if you are the payee listed on the front of the form as authorized to pick up the check, or the second authorized signer.

Checks not picked up on the designated time and date arranged will be placed back in the Trustee room and will be distributed when availability allows, unless unforeseen situations arise.

***Direct Payment Example:*** *The choir director may request direct payment of a continuing education expense that is part of his/her accountable reimbursement plan. The choir director would complete the form, attach the original invoice or bill, preferably the original, obtain the necessary authorization, (i.e., signature of person authorized to approve the expense), and submit completed form to the designated Trustee for payment. The choir director should keep a copy. Payments will be made directly to the designated organization/business.*

***Reimbursement Example:*** *The flower ministry purchases and pays for worship materials. He/she would complete the form, asking that reimbursement be made to him/her for purchase of materials and would attach the original receipt. The flower circle chairperson obtains the necessary authorization signature and submits the completed form to the designated trustee for payment. The treasurer would remit the amount to the chairperson. The organization should keep a copy.*

**\*\*Your check will not be processed unless this form is fully completed and signed by the authorized signer in the time-frame noted above\*\***