

## AUTHORIZATION FOR PAYMENT VOUCHER

Vendor \_\_\_\_\_ Date of Request \_\_\_\_\_  
Address \_\_\_\_\_ Date Needed By \_\_\_\_\_

Invoice No. (s) \_\_\_\_\_ Date of invoice \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions \_\_\_\_\_

Explanation \_\_\_\_\_

Amount \$ \_\_\_\_\_ Account No. \_\_\_\_\_ Program \_\_\_\_\_

☐ Authorized by Church Council Date \_\_\_\_\_

☐ Budget expenditure

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_ Date paid \_\_\_\_\_ Check No. \_\_\_\_\_

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