

CHECK# \_\_\_\_\_

FIRST UNITED PRESBYTERIAN CHURCH - CHARLOTTE, NC 28202  
VOUCHER FOR DISBURSMENT OF FUNDS  
(Documentation Must Be Attached)

DATE REQUESTED: \_\_\_\_\_ DATE FUNDS NEEDED: \_\_\_\_\_

NAME OF EVENT/ACTIVITY \_\_\_\_\_ DATE OF EVENT/ACTIVITY: \_\_\_\_\_

BUDGET CATEGORY [You Must Check One]

- Ministry
- Administrative/Overhead
- Personnel
- Special Account
- Building Fund

BUDGET GROUP ACCOUNT NAME \_\_\_\_\_

BUDGET LINE ITEM [Expense Account Nbr to be Charged] \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

Check One:  HOLD FOR PICK UP :

MAIL TO: ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PURPOSE OF FUNDS REQUESTED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_ WRITTEN AMOUNT: \_\_\_\_\_

1 AUTHORIZED SIGNATURES:

Voucher Submitted By: \_\_\_\_\_ Phone Nbr/Email \_\_\_\_\_

Ministry Co-Chair/Board Treas.: \_\_\_\_\_ Phone Nbr/Email \_\_\_\_\_

All signatures attest that this voucher and documentation (receipts) are true and accurate in compliance with FUPC Financial Management Policies, and that all funds are used for the stated purpose and on behalf of FUPC.

APPROVED BY FINANCE COMMITTEE: (Sign) \_\_\_\_\_

(Date) \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\*\*\*\*\* Below Line For Use of Treasurer \*\*\*\*\*

Given By (Treasurer's Initials): \_\_\_\_\_ Date: \_\_\_\_\_

Check# \_\_\_\_\_ Account# \_\_\_\_\_ Invoice# \_\_\_\_\_

Distribute Form: \* Print voucher and complete with all signatures.  
\* Attach documentation and place in the Treasurer's box.