

\_\_\_\_\_ Staple Here

**SECTION I**

**VOUCHER - AUTHORIZATION FOR DISPERSAL OF FUNDS**

Staple any invoices, receipts, or other supporting documents to the back of this form, at the point indicated in the upper left corner and Submit to the ADMINISTRATIVE ASSISTANT for review.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

ACCOUNT NO.		ACCOUNT NAME		\$ AMOUNT
Prefix	4 digit code	sub		
_____	_____	_____	_____	_____
_____	- _____	_____	_____	_____
_____	- _____	_____	_____	_____
_____	- _____	_____	_____	_____
_____	- _____	_____	_____	_____

PAY TO: \_\_\_\_\_ TOTAL AMOUNT \_\_\_\_\_

Comments/Description

**SECTION II**

**INVOICE #**

\_\_\_\_\_

**PAYMENT AUTHORIZED BY MINISTRY AREA**

Approved By: _____	Date: _____
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**REVIEWED and APPROVED by:**

Approved By: _____	Date: _____
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**SPACE BELOW THIS LINE FOR THE FINANCE OFFICE USE ONLY**

**SECTION III**

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ VOUCHERS

\_\_\_\_\_ INVOICES

TOTAL AMOUNT-ALL INVOICES: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ CHECK# \_\_\_\_\_