

# Ebenezer Baptist Church

703-494-2669

PO Box 373  
Occoquan, VA 22125

13020 Telegraph Road  
Woodbridge, VA 22192

## Financial Voucher

Please print legibly

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

Vouchers Must Be Submitted At Least Two Weeks Before Check Needed  
Checks over \$1,000 must be requested at least 30 days in advance to be approved by the  
Trustee Ministry

Date Required: (Must be provided)

\_\_\_\_\_

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

Event/Activity Date: \_\_\_\_\_

Requestor:

Phone:

Ministry/Committee:

Budget Line Item/Event: (circle) Yes No

Contact Person (if different from Requestor): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Make Check Payable to:

Payee's Name:

Address:

City/State/Zip:

### Please select type of fund disbursement and payment method

Reimbursement \_\_\_\_\_  
Attach Receipts to Voucher

Mail Check \_\_\_\_\_

Pick-up Check \_\_\_\_\_

Honorarium \_\_\_\_\_  
Attach W-9 Form

Cash Advance \_\_\_\_\_  
Submit all Receipts within seven days

Direct Deposit \_\_\_\_\_  
Attach voided check or deposit slip

Other \_\_\_\_\_

### Purpose

### Special Instructions

### Approvals

(Two Signatures Required. Payee cannot be one of signatures below)

Ministry Head Signature:

Date:

Trustee Liaison Signature:

Date:  
Budget Line Item: (must be provided)

### Accounting Use Only

Chair, Trustee Signature ( or Trustee Designee):

Date:

Check #

Check Processed By: