

ZION LUTHERAN CHURCH

Voucher Date _____

Number: _____

The Treasurer is hereby authorized to pay: _____

Account # _____	Purpose _____	Amount \$ _____
Account # _____	Purpose _____	Amount \$ _____
Account # _____	Purpose _____	Amount \$ _____
Account # _____	Purpose _____	Amount \$ _____
Account # _____	Purpose _____	Amount \$ _____

Authorized by _____ **Date** _____ **Total** \$ _____

- Payee cannot authorize payment of their own expenses or employee benefits.
- Spouses cannot authorize payment of their spouse's expenses.
- Vouchers may be approved by Board chairpersons and any Board members designated by the chairperson, as well as the Congregational Chairman or Chair-Elect.
- The Treasurer and Office Manager have authorization to approve vouchers for recurring expenses to avoid late fees should members of the appropriate board not be available for authorization in a timely manner.

Treasurer/Office Manager Verification: _____

Check # & Date: _____ (Invoice or receipt must be attached.)

(Revised 01/2015)

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