

**First Presbyterian Church
Adrian, MI
Financial Transaction Voucher**

Check Request _____ Debit Card Used _____ Online Payment _____

Payee/Vendor
Name: _____

Address _____

Will pick up check in church office _____ Mail check _____

Date Submitted _____ Submitted by _____

Total Amount of payment \$ _____

Circle Fund payment applies to: General Fund (Part of annual budget)

Renovation / Men's Group / Memorial / Fellowship / Funeral / Youth

Meeting/Date Expense Approved by Committee: _____

Description of item(s)/service: _____

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

Receipt/Invoice must be attached

Office Use:

Date Processed _____ By _____

Check Number _____ Online Date _____ Debit Card Date _____

AP Module Entry _____

Payment Review/Approval _____