



CATHEDRAL OF FAITH BAPTIST CHURCH
 3755 Fannett Road * Beaumont, Texas 77705
 (409) 840-6163

VOUCHER

This form is to request a check to be made payable to an individual or vendor. All request for checks must have been pre-approved by Pastor before purchases are made, i.e., by proposal from auxiliary or ministry. This form is not for reimbursements of items purchased without approval (those purchases are donations). When using this form, amount requested below has already been approved or this form is used to request approval. Receipts must be attached when requesting reimbursement; other receipts must be turned in to Finance Manager after purchase has been made.

This certifies that _____ (is requesting / has been approved)
 (Name of Ministry/Auxiliary) (Circle One)

for the sum of \$ _____ to be paid for _____

Check should be made payable to: _____

Address: _____

City/state/zip: _____

Phone number: _____

Further certification is given that the money will be used to pay for items or services rendered and/or representation provided for the Church Ministry, as requested by the Department stated below.

Type of Activity or Function

Date of Request

Signature of Person Requesting Funds

[Please check one of the appropriate spaces:]

- Senior Pastor
- Church Officer, Church Staff
- Ministry Group Leader, Coordinator, Director
- Other State:

DATE OF THE EVENT: _____

BY WHAT DATE DO YOU NEED TO RECEIVE THIS CHECK? _____

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

Date _____ **Pastor** _____

Date _____ **Check Signer** _____

Date _____ **Check Signer** _____ **Revised 1/31/18**