

General Information	
Requester	Phone
Date Submitted	Date Needed
Ministry/Activity	
Account #	

Make Check Payable To:

ITEM	QTY	DESCRIPTION/EXPLANATION	EACH	EXTENDED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Check Distribution Options	Manner of Payment	Tax
<input type="checkbox"/> Mail	<input type="checkbox"/> Account/Budget	Shipping Handling
<input type="checkbox"/> Will Call	<input type="checkbox"/> Other	Approx. Total
<input type="checkbox"/> Other		Actual Total

Comments/Special Instructions	Order Information		Ministry Leader Approval (REQUIRED)	
	Date Ordered		By	Date
	Ordered By	Ordered With	Administrative Approval*	
	How Shipped	Reference #	By	Date

Note: The Lead Pastor has authority to spend all approved budget amounts. The Associate Pastor has authority to spend approved budget amounts up to \$2,000. All spending outside of the approved budget amounts must be approved by the Lead Pastor in consultation with the Ministry Accountability Council. If the Lead Pastor is not available, the MAC chairperson or vice-chairperson may approve the voucher. (MAC 3-16-2023)