Friendship Baptist Church
Cash Disbursement Voucher

Amount: $ **Today's Date:**

Make Payable To: **Name:** _____

Address: _____

_____

Requested By: **Name:** _____
(Committee Chair/Officer Signature)

Auxiliary: _____

Justification: _____

_____

_____

List Receipts: _____ **$** _____

_____ **$** _____

_____ **$** _____

Method of Payment: **Mail:** _____ **Hand Deliver:** _____

Approved By: _____ **Date:** _____
(Financial Secretary)

Reviewed By: _____ **Date:** _____
(Trustee)

Check Issued By: _____ **Date:** _____
(Treasurer)

Check No: _____ **Date Issued:** _____

Voucher No: _____

TO INSURE PAYMENT, RECEIPT OR PROOF OF PURCHASE MUST BE ATTACHED.