

Payable To: John Disciple  
Address: 123 Highway to Heaven Blvd.  
New Jerusalem, Heaven 77777

VOUCHER

Pearly Gates Assembly of God  
777 Highway to Heaven Blvd.  
New Jerusalem, Heaven 77777

I.D. # \_\_\_\_\_ VO# \_\_\_\_\_

Account #	Amount	Check Description (10 Char)	Report Description
123.456	75.00	Church Supplies	Copier paper for the church

TOTAL: \$ 75.00

Additional Description:	Special Instructions:

Requisitioned By: (Signature of person requesting payment) Dept: (Name of Department)

Authorized By: (Signature of person authorizing payment) Date: (Date of Request)

Payable To: \_\_\_\_\_  
Address: \_\_\_\_\_

VOUCHER

I.D. # \_\_\_\_\_ VO# \_\_\_\_\_

Account #	Amount	Check Description (10 Char)	Report Description

TOTAL: \$ \_\_\_\_\_

Additional Description:	Special Instructions:

Requisitioned By: \_\_\_\_\_ Dept: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_