

Office
Use
Only

Do Not
Write In
This Space

VOUCHER
DEXTER UNITED METHODIST CHURCH
DEXTER, MICHIGAN 48130-9321

Date: _____

Authorization to Pay _____

To _____

For the following items:

Charge: _____

Purchaser (optional) _____

Electronic Signature - Only an authorized signer may enter their name on the line below.

Authorized Signature _____

Documentation: _____

Notes:

PURCHASER: Be sure expense is budgeted or approved by Ad Council or Finance Committee. Prepare a voucher & sign as purchaser. Forward to your chairperson with bills and support documents. **Note:** If submitted for reimbursement back to purchaser, a second signature will be required for payment.

AUTHORIZED SIGNER: Verify the expense is authorized, voucher is complete & correct. Record the expense for your records & sign as chairperson. Forward the original voucher & bills to Treasurer's mailbox or e-mail by the voucher deadline for payment by due date. Copy is for the Chairperson.

TREASURER: Will pay with next check cycle or by due date, whichever is later. Vouchers that are incomplete, over budget, without authorized signatures or otherwise unauthorized vouchers will be returned to the chairperson.

VOUCHER DEADLINE:

10th

25th

CHECKS WRITTEN BY:

15th

Last Day of Month

Please contact Dexter UMC Treasurer with any questions,

Phone: 734-475-2161

E-mail: EricKnisely@msn.com

ORIGINAL TO TREASURER;

COPY FOR CHAIRPERSON