

New Hope Lutheran Church
8575 Guilford Road
Columbia, MD 21046
410-381-4673 / Info@NewHopeLutheran.org

Payment Voucher

Updated: 12/2014

Date: _____

Make Check out to: _____

Submitted by: _____

Address: _____

Ministry Team: _____

Authorized Signature or authorizing email attached
(Chair or Council Liaison):

Amount of Check: \$ _____

Phone: _____

Budget Line Number/Name or Designated Account Name	Reason for Purchase	Amount

Note:

Instructions to receive reimbursement:

1. Fill out this form completely.
2. Attach receipt (if no receipt, provide explanation)
3. Purchases made by Ministry Team members are to be authorized by the Team Chair.
Purchases made by the Ministry Team Chair are to be authorized by their Council liaison.
4. Submit completed form to the Finance Admin (Carol Farrar). Her mailbox is in the Volunteer Room.