

**EXPENSE/BUDGET VOUCHER**

**PART A EXPENDITURE INFORMATION**

Make Check Payable To:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Charged:

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Expenditure:  
(Attach receipts for hotels, meals, etc.)

Amount:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL

APPROVAL: \_\_\_\_\_  
(Ministry Unit/Committee Moderator)

**PART B PRE-APPROVAL  
(For Purchases Over \$999)**

Requested by: \_\_\_\_\_  
(Ministry Unit Moderator)

Approved by: \_\_\_\_\_  
(Treasurer)

**PART C BUDGET CHANGES**

Amount to be moved: \_\_\_\_\_

Program Designation Decreased: \_\_\_\_\_

Program Designation Increased: \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Ministry Unit Moderator)

Approved by: \_\_\_\_\_  
(Treasurer)