

**Presbytery of Detroit  
VOUCHER**

Date \_\_\_\_\_

Committee/Work Group \_\_\_\_\_

Description \_\_\_\_\_

Amount \$ \_\_\_\_\_

*Payable to:* \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Is this compensation (yes/no)?* \_\_\_\_\_ *Approved by* \_\_\_\_\_

*If "Yes," is form W9 on file?* \_\_\_\_\_

Fund Code	Account or GL Code	Committee	Sub-Committee	Project & Entity

**NOTE:** Vouchers received **after 5:00 pm Monday** will be processed the following week.

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## **PROCEDURES FOR EXPENSE VOUCHERS**

1. Receive Voucher Form from Presbytery Office
2. Complete the form including all account numbers
  - a. The account numbers have been supplied to the chair for all budget items, account numbers are also on monthly budget reports.
  - b. If you have restricted accounts the Presbytery office will provide you with the appropriate account numbers for the use of those accounts.
3. Have the designated signatory sign the voucher.
  - a. Vouchers without the appropriate signature will be mailed back to the committee chair or required signer.
  - b. Committee minutes will be required for all signatories that are not the chair of the committee or ministry team.
4. Mail or bring the voucher to the Presbytery office for processing.
5. Review your committee report attachment (Income and Expense) attachment to reconcile vouchers to actual expense.
6. Voucher requests received by Monday at 5:00 PM will be processed for payment and checks issued for approved signatures by 12:00 PM each Wednesday.

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