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## GENERAL REQUEST VOUCHER

**Date:** 11/15/25

**Select One:**

1. Ministry Account : \_\_\_\_\_  
1a. Ministry activity/description: \_\_\_\_\_
  
2. Administrative Account: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_
  
3. Building and Main Account: \_\_\_\_\_  
Reason For Request: \_\_\_\_\_

**\*Receipts Attached: Yes**  **No**

**Check or Debit Card:** \_\_\_\_\_

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

**Amount of Request:** \_\_\_\_\_

**Requested Disbursement Date:** \_\_\_\_\_

**\*\*Requested By:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_

(Print Name)

(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

**Church Treasurer:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Check #:** \_\_\_\_\_

\*For reimbursement requests all applicable receipts must be attached

\*\* The person making the request cannot be the same person providing the approval. For Ministry requests approval person should be Elder assigned to the Ministry or the Ministry President/Leader. For Administrative, Building or Maintenance. approval person should be Trustee President or Trustee Vice President