

COMMUNICATIONS Team

AUTHORIZATION VOUCHER

For Reimbursement or Payment of Church-Related Expenses
Attach corresponding Receipt(s) / Invoices behind this voucher

EXPENSE PAYMENT INFORMATION:

Date: _____

Amount of Check/Charge: \$ _____

Account Number to be charged: _____

(See approved accounts on back)

For Personal Reimbursement: (You paid for it)

Make Check Payable to: _____

Send Check to me OR Leave in my GBC Mailbox

Charged to Church - Pay from Invoice

Charged to Church VISA Credit Card

DESCRIPTION OF EXPENSE OR FLOWTHROUGH REQUEST: **(PLEASE BE LEGIBLE)**

COMMUNICATIONS MINISTRY

94240 ADVERTISING & PUBLICITY 94240

94240 WEBSITE MAINTENANCE 94260

REV 2022.0701

AUTHORIZING SIGNATURES:

Purchased By (Please Print): _____

Commission

Chairman: _____