

**BUSINESS Team
AUTHORIZATION VOUCHER**

For Reimbursement or Payment of Church-Related Expenses

Attach corresponding Receipt(s) / Invoices behind this voucher

Date: _____

EXPENSE PAYMENT INFORMATION:

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)

AUTHORIZING SIGNATURES:

Purchased By (Please Print): _____

Commission
Chairman: _____

PASTOR TEACHER BENEFITS

92300 CONT ED – LEAD PASTOR
92301 PASTOR CONFERENCES
92302 PASTOR BOOKS
92320 HEALTH INS/PASTOR TEACHER
92350 MEDICAL/PASTOR TEACHER
92820 MISC EXPENSES/PASTOR TEACHER
92824 INTERM SPEAKER

PARSONAGE EXPENSES

91060 REPAIRS & MAINTENANCE

CHURCH BUILDING EXPENSES

91600 GENERAL SUPPLIES
91605 ELECTRONIC SMALL EQUIP
91750 JANITORIAL SUPPLIES
91800 REPAIRS & MAINTENANCE

VAN, LAWN & GEN MAINTENANCE

91805 VAN & LAWN EQUIPMENT FUEL
91810 REPAIRS & MAINTENANCE
92000 VAN, LAWN & GEN MAINTENANCE - Other

OFFICE & CLERICAL EXPENSES

91140 SOFTWARE SUBSCRIPTIONS
91550 CLERICAL SUPPLIES & POSTAGE
91555 TREASURER RELATED
91560 FINANCIAL SECRETARY RELATED

GENERAL EXPENSES

78700 CONGREGATIONAL SUBSCRIPTIONS
92050 GRACE SCHOLARSHIPS
92075 CAPITAL EXPEND - AUDIO/VISUAL
92080 CAPITAL EXPEND-COMPUTERS
92800 BUSINESS TEAM MISC
92840 ELDER BOARD MISC
93120 DECORATING
99047 PASTORIAL RECRUITING

REV 2023.0801