

# Hope United Church of Christ Accounts Payable Voucher Form

**PLEASE NOTE: Please fill out asterisk items to insure proper payment.**

**\*VENDOR: (PAYEE)** \_\_\_\_\_

Address \_\_\_\_\_

**\*MAIL CHECK**                      Yes                      No                      Other \_\_\_\_\_

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

Invoice No.: \_\_\_\_\_

**\*INVOICE AMOUNT:** \_\_\_\_\_

**\*PAYMENT DUE DATE:** \_\_\_\_\_

**\*DESCRIPTION:** \_\_\_\_\_

**PLEASE NOTE: Please fill out asterisk items to insure proper payment.**

**\*PAYMENT SOURCE  
MUST BE CHECKED**

**NOTE: Please allow 5 business days for voucher to be processed**

5.030.310 Building Repair & Maintenance	5.020.310 Pastor & Staff Relations Expense
5.030.320 Grounds Repair & Maintenance	
5.030.330 Equipment Repair & Maintenance	5.020.400 Stewardship Committee Expense
5.030.210 Janitor Supplies	
5.030.230 Kitchen Supplies	5.020.550 Sunday Morning Donuts Expense
5.060.100 Capital Improvement Fund	
5.060.130 Small Building Projects	5.050.000 Special Events Expenses
5.030.110 Printing	5.020.270 Pianist 8:15 Service
5.030.120 Postage	
5.030.130 Computer	5.061.400 Families in Need Expense
5.030.140 Office Supplies	
5.030.150 Office Misc.	5.060.210 Grocery Certificate Expense
5.020.110 Sunday School Curriculum	Pastoral Expense Auto & CE 5.011.450
5.020.111 Children's Bulletins	
5.020.112 Sunday School Supplies	Other (Please Describe)
5.020.115 Teacher's Recognition	
5.020.120 Child Care	
5.020.158 Vacation Bible School	
(5.020.210-5.020.290) Worship Committee Exp.	

**\*PREPARED BY:** \_\_\_\_\_

**\*DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_

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

Check Printed by: \_\_\_\_\_

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

Check No.: \_\_\_\_\_

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

Check Signed by: \_\_\_\_\_

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

Check Signed by: \_\_\_\_\_

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