



Christian Tabernacle church

CHECK REQUEST VOUCHER

REVISED: APRIL 2024

IMPORTANT

The individual **requesting** the check **CANNOT** be the same person **authorizing** the voucher. Vouchers received by close of day business day Thursday, ready for pickup on Friday. Checks are placed in the appropriate ministry mail slots.

- ☐ Check here if the Overseer has pre-approved.

Overseer Name: _____

Advance Check Request Receipts must be turned in to the CTC Office before another check can be granted. Thanks.

TRANSACTION TYPE

Selections Below

- ☐ Advance Check
- ☐ CTC Check
- ☐ CTC Credit Card
- ☐ Merchant Acct.
- ☐ Reimbursement
- ☐ Returned Funds

RECEIPTS

Please list & **attach receipts** to this voucher & **return** to the CTC Office. Thanks

1. \$ _____
2. \$ _____
3. \$ _____
4. \$ _____

RECEIPT TOTAL \$ _____

Reimbursed / Returned Total: \$ _____

Advance Total: \$ _____

DATE: _____ PAYABLE TO **Person or Company/Vendor Name** _____

Address _____ City _____ State _____ Zip Code _____

Reason for Check/Funds Return _____

***SIGNATURE REQUIRED** (Ministry Lead or Overseer) _____

EDIFICATION EXPENSES

MINISTRY ACCOUNTS (MAE)

EVANGELISM EXPENSES

CHRISTIAN EDUCATION

- ☐ Bible Study
- ☐ Discipleship
- ☐ Education Ministry
- ☐ Ministers Education
- ☐ New Member Trng
- ☐ Scholarship
- ☐ Sunday School

WORSHIP

- ☐ Adult Choir
- ☐ Deaconate
- ☐ In-House Spkr
- ☐ Outside Spkr
- ☐ Pastor's Aid
- ☐ Praise Team
- ☐ Revival
- ☐ Ushers

YOUTH

- ☐ Boys Praise/Stomp
- ☐ Children/Tween Church
- ☐ Girls Praise Team
- ☐ Nursery
- ☐ Teen Church
- ☐ VBS
- ☐ Youth/Teen Mentoring
- ☐ Youth Teen Choir
- ☐ Cherubs
- ☐ Childrens Activities

FELLOWSHIP

- ☐ Hospitality
- ☐ Kitchen
- ☐ Marriage
- ☐ Men Ministry
- ☐ Photography
- ☐ Seniors SIM
- ☐ Sewing/Quilt
- ☐ Women Ministry
- ☐ Social Justice
- ☐ 20/30s Ministry

OUTREACH

- ☐ Audio Visual
- ☐ Benevolent
- ☐ Bus Ministry
- ☐ Evangelism
- ☐ Missions
- ☐ Website

***REQUIRED** Below please choose one or both & enter \$ amount. Thanks.

BUDGET ACCOUNT \$ _____ MINISTRY CASH ACCOUNT (MAE) \$ _____

LOGISTIC EXPENSES

- ☐ Computer Services
- ☐ Contract Labor
- ☐ Decorations
- ☐ Gifts/Donations
- ☐ Janitorial Supplies
- ☐ Office Administration
- ☐ Capital Fund - Expansion
- ☐ Building Improvement Projects
- ☐ Facility Repairs Improvements
- ☐ Printing/Promotions
- ☐ Snow Removal
- ☐ Trustee Board

BUDGET – May be used for Teaching Supplies, Postage, Printing/Promotions (Ads) & Pre-approved CTC Events & Attire.

MINISTRY ACCOUNT (MA) – Funds contributed to the Ministries for personal events; **Gifts**,