

***Kennesaw United Methodist Church***  
**PAYMENT VOUCHER**

**DATE** \_\_\_\_\_

**Budget Line Item Name** \_\_\_\_\_

**Line Item Number** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Budget Line Item Name** \_\_\_\_\_

**Line Item Number** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Budget Line Item Name** \_\_\_\_\_

**Line Item Number** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**General Description of Purchases or Services Rendered** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Amount \$** \_\_\_\_\_

- Invoice to be Received from Supplier or Attached  
Supplier Name \_\_\_\_\_
- Purchased with Church Credit Card (Receipt Attached)  
Supplier Name \_\_\_\_\_
- Reimburse Cash (Receipt Attached)  
Make check out to \_\_\_\_\_
- Deposit or Payment Due  
Make check out to \_\_\_\_\_

**Requestor Name** \_\_\_\_\_ **Committee Head Signature** \_\_\_\_\_

*Financial Office Use Only*

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_