

Macedonia A.M.E. Church

6235 Stagecoach Road

Rex, Georgia 30273

Voucher

Date Requested: _____

Requestor: _____

Purchase Item(s) / Justification: _____

Estimated Cost(s): _____

Advance Required? Yes No

Advance specifics:

Amount Requested: _____

Amount Approved: _____

Payable to: _____

Check Number: _____ Amount of Check: _____

Pre-Purchase Approval Signatures:

Requestor: _____

Steward: _____

Pastor: _____

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This section is for Post-Purchase/Reconciliations ONLY!

Date of Purchase: _____

Actual Cost(s): _____

Amount Advanced Less Actual Cost(s): _____

amount refunded to Macedonia

Actual Cost(s) Less Amount Advanced: _____

balance due for purchases

Payable to: _____

Check Number: _____ Amount of Check: _____

Cash Recieved: _____

Post-Purchase/Reconciliation Signatures:

Requestor: _____

Steward: _____

Pastor: _____