

Treasurer's Info: check # _____

Date _____

Account charged _____

THE WOMAN'S SOCIETY
FIRST CONGREGATIONAL CHURCH OF WESTERN SPRINGS
EXPENSE VOUCHER

These expenses have been authorized for payment. Please take the following action (check one):

_____ Issue check to me

Name _____

Address _____

OR

_____ Issue check to another person

Name _____

Address _____

OR

_____ Pay attached invoice directly to vendor

Please complete the following information:

Date _____

Signature _____

Amount _____

Reason for expense (e.g. "rummage", "Christian Ed", etc.)

**ALL REQUESTS MUST HAVE AN ATTACHED INVOICE, RECEIPT, EXPLANATION
OR OTHER DOCUMENTATION ATTACHED. THANK YOU!**