

# FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO VOUCHER

**Use staple to attach receipts or proof of expenditure.  
Submitting a voucher without documentation will delay payment.**

<b>Check payable to:</b>
<b>Address:</b> _____ _____ _____

Account name & number (budget or reserve)	Purpose of expense	Amount
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact information for requestor (in case of questions):** \_\_\_\_\_

**Approved By (name/title):** \_\_\_\_\_ **Date:** \_\_\_\_\_