**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO VOUCHER**

**Use staple to attach receipts or proof of expenditure.**

**Submitting a voucher without documentation will cause the payment to be denied.**

|  |  |
| --- | --- |
| **Make Check payable to:** |  |
| **Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item**  **number**  **(Budget 500-860)**  **Reserve 305-394)** | **Line Item name** | **Purpose of expense** | **Amount being**  **requested** |
|  |  |  | $ |
|  |  |  | $ |
| **TOTAL** |  |  | $ |

**Requested By: Approved By:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**