First Baptist Church
653 North Business Highway 61
Wentzville, MO 63385
Phone: (636) 327-8696
Fax: (636) 327-4984

VOUCHER

Check To Be Made Out To:

Address:

Purpose of this voucher:
- ☐ For approval
- ☐ For payment

P.O. Number (If Applicable):

Voucher Date:	Requested By:	Budget Line #:	Request Team:	Date Needed:

Qty	Item #	Description	Unit Price	Total

Subtotal:	
Tax:	
Freight:	
Misc:	
Bal Due:	

Ministry Team Leader Signature: **Date:**

Church Administrator Signature: **Date:**