



**First Baptist Church**  
**653 Luetkenhaus Blvd.**  
**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):**

<b>Voucher Date:</b>	<b>Requested By:</b>	<b>Budget Line #:</b>	<b>Request Team:</b>	<b>Date Needed:</b>
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Qty	Item #	Description	Unit Price	Total

<b>Subtotal:</b>	
<b>Tax:</b>	
<b>Freight:</b>	
<b>Misc:</b>	
<b>Bal Due:</b>	

- **Ministry Team Leader Signature:**  **Date:**

- **Church Administrator Signature:**  **Date:**