



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:
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Qty	Item #	Description	Unit Price	Total

Subtotal:	
Tax:	
Freight:	
Misc:	
Bal Due:	

● **Ministry Team Leader Signature:**

Date:

● **Church Administrator Signature:**

Date: