

**BUSINESS Team
AUTHORIZATION VOUCHER**

For Reimbursement or Payment of Church-Related Expenses

Attach corresponding Receipt(s) / Invoices behind this voucher

Date: _____

EXPENSE PAYMENT INFORMATION:

Amount of Check / Charge: \$ _____

Account Number to be charged: _____

(See approved accounts on back)

For Personal Reimbursement: (You paid for it)

Make Check Payable to: _____

Send Check to me OR Leave in my GBC Mailbox

Charged to Church - Pay from Invoice

Charged to Church VISA Credit Card

DESCRIPTION OF EXPENSE OR FLOWTHROUGH REQUEST: **(PLEASE BE LEGIBLE)**

AUTHORIZING SIGNATURES:

Purchased By (Please Print): _____

Commission
Chairman: _____

PASTOR TEACHER BENEFITS

92320 HEALTH INS/PASTOR TEACHER
92350 MEDICAL/PASTOR TEACHER
92820 MISC EXPENSES/PASTOR TEACHER

PARSONAGE EXPENSES

91060 REPAIRS & MAINTENANCE

**CHURCH BUILDING
EXPENSES**

91600 GENERAL SUPPLIES
92015 BUILDING SECURITY
91605 ELECTRONIC SMALL EQUIP
91750 JANITORIAL SUPPLIES

VAN, LAWN & GEN MAINTENANCE

91810 REPAIRS & MAINTENANCE
91805 VAN & LAWN EQUIPMENT FUEL
92000 VAN, LAWN & GEN MAINTENANCE - Other

OFFICE & CLERICAL EXPENSES

91140 SOFTWARE SUBSCRIPTIONS
91550 CLERICAL SUPPLIES & POSTAGE
78700 CONGREGATIONAL SUBSCRIPTIONS
91560 FINANCIAL SECRETARY RELATED
91555 TREASURER RELATED
92800 BUSINESS TEAM MISC
92075 CAPITAL EXPEND - AUDIO/VISUAL
92080 CAPITAL EXPEND-COMPUTERS
92840 ELDER BOARD MISC
92050 GRACE SCHOLARSHIPS

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