

Date of this request: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Payee e-mail: \_\_\_\_\_

Payee mailing address: \_\_\_\_\_

\_\_\_\_\_

City, State: \_\_\_\_\_, \_\_\_\_\_

Zipcode: \_\_\_\_\_ - \_\_\_\_\_



see attached for address

Check here to set up electronic payments, otherwise payee will receive a paper check in the mail.

**Special payment instructions** (for example, check must be received by a specific date, paid using church debit card, paid by bank transfer, signed contract needs to accompany check):

| Amount   | 5-digit Account # | Account Name | Purpose of expense   |
|----------|-------------------|--------------|--|
| \$ _____ | _____             | _____        | <div style="border: 1px solid black; height: 40px;"></div> |
| \$ _____ | _____             | _____        | <div style="border: 1px solid black; height: 40px;"></div> |
| \$ _____ | _____             | _____        | <div style="border: 1px solid black; height: 40px;"></div> |

As account treasurer of these accounts, I authorize this expense to be charged to these accounts:

Account Treasurer: \_\_\_\_\_

**print**

\_\_\_\_\_

*sign*

Signed expense vouchers plus supporting invoices/receipts can be e-mailed as a PDF attachment to [stmarksbills@bill.com](mailto:stmarksbills@bill.com) (note the plurals), mailed to the church at 301 A Street SE, Washington, DC 20003 or put in the "clergy/staff" drop box embedded in the wall on the 2nd floor outside the church office.

For questions, contact the treasurer of the account you are charging or Patricia, Finance Manager, at [finance@stmarks.net](mailto:finance@stmarks.net).

rev Feb 2019 This form can be found on the [stmarks.net](http://stmarks.net) website by searching for "expense voucher".