

St. Mark's Church

Expense Voucher

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
\$			
\$			
\$			

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 (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 the Finance Manager at finance@stmarks.net.

rev Sep 2021 This form can be found on the stmarks.net website by searching for "expense voucher".