

Gethsemane Seventh-day Adventist Church

Expense Voucher

<u>Date</u>	<u>Description of Items(s)</u>	<u>Payee</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Amount of Request _____

Department Leader Approval

Pastor/Head Elder Approval

To Be Completed by the Treasurer

Check Number _____ Check Date _____ Amount of Check _____

Treasurer's Approval