

PROGRESSIVE BAPTIST CHURCH

Pastor Lloyd Joiner Jr.

“Raising the Standards of Worship to the Next Level”

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EXPENSE VOUCHER

**Vouchers must be submitted to office on Friday by 2:00pm to receive a check on the following Friday.
Vouchers received after this time will be processed on the same schedule the following week.**

PAYEE: _____

MINISTRY: _____

Budget

Love Offering

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE	DESCRIPTION OF EXPENSE	AMOUNT	BUDGET CODE

SPECIAL INSTRUCTIONS: _____

SUBMITTED BY: _____ CONTACT NUMBER: _____

Ministry Leader, Director or Department Head E-mail: _____

Date: _____

APPROVAL: _____ Date: _____

Pastor, Trustee Chairperson, Deacon Chairperson

TO BE COMPLETED BY OFFICE PERSONNEL

Previous Budgeted Balance Amount	Love Offering Balance	Amount of this Request	Amount Remaining in Budget/Love Offering	Check Number