

# NAZARENE MISSIONARY BAPTIST CHURCH



## Disbursement Requisition, Voucher / Reimbursement Form

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

Organization: \_\_\_\_\_ Budget Account Number: \_\_\_\_\_

Purpose of Disbursement: \_\_\_\_\_

Request Submitted by (name) \_\_\_\_\_

Contact Info (phone number) \_\_\_\_\_ email \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Cash Transaction

Date: \_\_\_\_\_ Check Number: \_\_\_\_\_

Signature of Person Making the Debt \_\_\_\_\_

### NMBC Credit Card Transaction

Card Used (*check one*)

<input type="checkbox"/> Administrative / Office Card	<input type="checkbox"/> Christian Ministries / Precept Classes
<input type="checkbox"/> Bus Ministry Card	<input type="checkbox"/> Executive Support / Board Card

**Note: A Receipt must be attached to the voucher when an advance payment is made by cash, check or credit card.**

### **APPROVALS**

1) \_\_\_\_\_ 2) \_\_\_\_\_