

2011 Purchase Voucher

First Baptist Church of Owasso

P.O. Box 1020 13307 East 96th Street North Owasso, OK 74055

**** All Expenditures must be reported within 3 days of purchase with all receipts attached****

Todays Date: _____ **Pay to:** _____

Please Note:

All purchases must have **prior approval** by the appropriate Pastoral Staff.
 Pastoral Staff Purchases \$1,000 or greater must have **prior approval** by the Executive Pastor
 Approved: _____ Date Approved: _____
 Purchases without Staff approval and/or documentation will be returned.

Please check the appropriate box:

Pay by Check [] _____ (check number) A check is needed by this date _____
 Staff VISA Card [] _____ (Staff Member) Journal Entry []
 Charge Account [] ie. Walmart, Lowes, Lifeway, Mardels, Hobby Lobby etc. EFT [] (office only)

Account #	Item(s) (Explanation or Special Information)	Amount
	Total Credit- ()	
	Total Amount -	

Purchased by: _____ Date Purchased: _____
 Authorized by: _____ Date Approved: _____
 Administrator Approval: _____ Date Approved: _____

~~~~~**Financial Office Use Only**~~~~~

|          |         |                   |
|----------|---------|-------------------|
| Account: | Budget: | YTD Expenditures: |
| Account: | Budget: | YTD Expenditures: |
| Account: | Budget: | YTD Expenditures: |
| Account: | Budget: | YTD Expenditures: |
| Account: | Budget: | YTD Expenditures: |

