

ACCOUNT FILE COPY

EXPENSE VOUCHER
WESTWOOD UNITED METHODIST CHURCH

BUDGET ACCOUNT NUMBER

AMOUNT
\$

DATE DUE

TRANSFER \$ _____ FROM ACCOUNT _____ TO ACCOUNT _____

Pay to: _____
Address: _____
City, State & Zip Code: _____

Check One:
 On Church Debit/Credit Card
 Return check to office
 Mail check with enclosures
 Record as contribution

ATTACH INVOICES OR RECEIPTS. (Clip to voucher for paper submission, attach file if electronic submission)

LIST INVOICE NUMBERS: _____

DESCRIPTION OF EXPENSE: _____

Committee: _____ Authorized Signature: _____

E-Mail to info@westwood-umc.org

TREASURER'S FILE COPY

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