

St. Stephen A.M.E. Church
3042 W. Washington Blvd.
Chicago, IL 60612
Reverend James C. Bailey, Pastor
Church Telephone: (773) 826-7009

PAYMENT AUTHORIZATION VOUCHER

Date: _____ Voucher No. _____

Payee: _____

Address: _____

Phone: _____

Purpose of Payment: _____

Account (Select one): _____ General Fund _____

_____ Auxiliary (specify) _____

_____ Special (specify) _____

Budget Code: _____ Payment Amount: _____

Requested by: _____

Approved for payment by (at least two authorized signatures required):

Name: _____

Name: _____

Check# _____ Date paid: _____ Date cleared: _____

(BILLING STATEMENTS, INVOICES, RECEIPTS, EMPLOYMENT TIME SHEETS, ETC. MUST BE ATTACHED TO ALL VOUCHERS PRIOR TO PAYMENT.)