



SHILOH BAPTIST CHURCH

703 W Central Avenue
Chester, Pennsylvania, 19013
Phone: 610.72.147, Fax: 610.499.5825
Pastor William I. Ashford, III
www.ShilohChester.net

PAYMENT VOUCHER REQUISITION FORM

All requests over \$125.00 require Board approval and must be submitted 30 days to the Trustees or Church Office prior to the event. (If submitted less than the required amount of days for payment, it may delay the payment for up to 14 business days).

Payment Information

Requested by: Voucher Submitted:

Ministry/Committee Name and President Signature	Phone Number	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check all boxes below that applies to your request: *RECEIPTS AND/OR INVOICE REQUIRED FOR PAYMENT*

For Credit Card Use Only: Yes, I understand the requirements of the Debit Card and Voucher Request Policy.

- | | | |
|---|---|---|
| <input type="radio"/> Check Requested for Purchase | <input type="radio"/> Staple Credit Card Requested | <input type="radio"/> Debit/Visa Card Requested |
| <input type="radio"/> Transfer from Ministry's Acct | <input type="radio"/> Other Credit Card (Gas, BJs,) | <input type="radio"/> ACH Payment Requested |

Check Payable to: W9 Required/Received:

Amount Requested: Payment Due Date:

Ministry Assigned Deacon Reviewed: SBC Facility Required: YES (Form needed)

Purpose or Explanation for payment request (For NON-BUDGETED, CHURCH or MINISTRY Event, please get approval from Ministry Assigned Deacon, Pastor and/or Board of Directors, prior to submitting form). All events using the Church Facilities must include a Budget Worksheet and Facility Request Form for security, media and setup.

FOR TRUSTEE OFFICIAL USE ONLY: SELECT FUNDING STATUS

- | | |
|--|---|
| <input type="radio"/> Payment under \$125.00 (Chairman Approved) | <input type="radio"/> Funding - Pending Approval from Board |
| <input type="radio"/> Funding - Budgeted and Approved by FC/BOD | <input type="radio"/> Funding - Not Budgeted or Available |

Trustee Chairman Signature: Date Approved:

Check off the Account the Funds will be distributed from (Authorized) Check No. :

- | | | | |
|-------------------------------------|------------------------------------|------------------------------------|---------------------------------------|
| <input type="radio"/> CHECKING Acct | <input type="radio"/> SAVINGS Acct | <input type="radio"/> DEMAND (TRF) | <input type="radio"/> BENEVOLENT Acct |
|-------------------------------------|------------------------------------|------------------------------------|---------------------------------------|

Additional Information for Office Use Only

Ministry Assigned Trustee(s)

Ministry Expense Account Information

X	Acct #	Auxillary and Ministry Name	X	Acct #	Ministry Name
<input type="checkbox"/>	100	Benevolent Ministry	<input type="checkbox"/>	115	Senior Choir Ministry
<input type="checkbox"/>	101	Burn the Mortgage	<input type="checkbox"/>	116	Senior's Ministry-The Golden Agers
<input type="checkbox"/>	102	Deacon Ministry	<input type="checkbox"/>	117	Shiloh Campers Ministry
<input type="checkbox"/>	103	Deaconess Ministry	<input type="checkbox"/>	118	Shiloh Dove Dance Group
<input type="checkbox"/>	104	Drug and Alcohol Ministry	<input type="checkbox"/>	119	Trustees Ministry
<input type="checkbox"/>	105	Edith B. Townsend Nurse Unit	<input type="checkbox"/>	120	United Voices Choir Ministry
<input type="checkbox"/>	106	Laymen Ministry	<input type="checkbox"/>	121	Ushers Jr. , & Young Adult Ministry
<input type="checkbox"/>	107	Marriage Enrichment Ministry	<input type="checkbox"/>	122	Ushers Senior Ministry
<input type="checkbox"/>	108	Missionary Circle Ministry	<input type="checkbox"/>	123	Vacation Bible School
<input type="checkbox"/>	109	Mother's Board Ministry	<input type="checkbox"/>	124	Women's Fellowship Ministry
<input type="checkbox"/>	110	Music Ministry _____	<input type="checkbox"/>	125	Youth Choir Ministry
<input type="checkbox"/>	111	Pastor's Help Ministry	<input type="checkbox"/>	126	Youth Ministry
<input type="checkbox"/>	112	Pastor's Ministerial Council	<input type="checkbox"/>	127	Church/Pastor's Anniversary
<input type="checkbox"/>	113	Praise & Worship Ministry	<input type="checkbox"/>	128	Other Ministry: _____
<input type="checkbox"/>	114	Scholarship	<input type="checkbox"/>	129	Church Events: _____

Balance as of Date:

Ministry Ending Balance:

Ministry Beginning Balance: