



SHILOH BAPTIST CHURCH

703 W Central Avenue
Chester, Pennsylvania, 19013
Phone: 610.872.8147, Fax: 610.499.5825
Pastor William I. Ashford, III

www.ShilohChester.net

PAYMENT VOUCHER REQUESTION FORM

All checks over \$100.00 must be approved and submitted 30 days in advance to the Church Trustee Office or Church Office (if submitted less than the required amount of days or payment, it may delay the payment for up to 7 business days).

PAYMENT INFORMATION:

Voucher Date:

Ministry / Organization / Individual Name:

Requested by: (Print name & Signature required)

Amount Requested:

Check Requested Date:

E-mail Address or Phone Number Required:

Check box that applies to check option:

Check Issued (Pickup/Mailed)

Staple's Credit Card Request

Debit/Visa Card for Ministry

Cash - Requested (under \$100)

Other Credit Card(Gas, BJs,.)

Transfer to Ministry Account

Make Check (s) Payable to the Order of

Payment Requirements: (Check and Circle)

W9 Received

No W9 Received

Street Address (for mailing)

City

State

Zip Code

Purpose or Explanation for check request (if non-budgeted item, please get approval from Pastor or Board of Directors, prior to submitted form)

FOR TRUSTEE ACCOUNTING USE ONLY ** ITEMIZATION

Select Funding Status:

Payment under \$100.00 - Chairman Approval

Funding is Pending - Need Board Approval

Funding - Budgeted and Approved by Board

Funding was Not Budgeted - Not Approved

Officer Signature:: Chairman, Treasurer or Vice Chairman Approval Needed

Date Approved for Payment:

Check off the Account the Funds will be distributed from (Authorized)

CHECKING Acct

SAVINGS Acct

DEMAND - (TRF)

BENEVOLENT

Additional Information for Church Office Use Only

Ministry Assigned Deacon

Ministry Assigned Trustee(s)

Check Amount Issued (receipt required)

Check Issued Date

Check Number (s)

Ministry Beginning Balance:

Ministry Ending Balance:

Balance as of Date:

Ministry Expense Account Information

X	Acct #	Ministry Name	X	Acct #	Ministry Name
<input type="checkbox"/>	100	Benevolent Ministry	<input type="checkbox"/>	115	Senior Choir Ministry
<input type="checkbox"/>	101	Church Officers Ministry	<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 Ministry
<input type="checkbox"/>	109	Mother's Board Ministry	<input type="checkbox"/>	124	Women's Fellowship
<input type="checkbox"/>	110	Music Ministry _____	<input type="checkbox"/>	125	Youth Choir
<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 Ministries: _____
<input type="checkbox"/>	114	Scholarship Ministry	<input type="checkbox"/>	129	Church Events: _____