



E.U.M.B.A

Eastern Union Missionary Baptist Association Voucher Request for Funds

Instructions: This form must be submitted to Sister Lisa Bynum at least 30 days in advance of receiving the requested funds. Auxiliary Presidents are responsible for adhering to this policy. *Exceptions to this policy must be approved by the Moderator.*

Auxiliary Name: _____ Date: _____

Purpose: _____

Amount Requested: \$ _____ Date Needed: _____

Make Check Payable to: _____

Auxiliary Signatures

President _____ Date

Financial Secretary _____ Date

Approvals

Pastor Tommy Hicklin, 2nd Vice Moderator *(required for amounts over \$500)* _____ Date

Ms. Sandra Mackey, Treasurer _____ Date

Ms. Lisa Bynum, Financial Secretary _____ Date

Pastor Vincent L. Golden, Sr., Moderator *(required for amounts over \$1,000)* _____ Date

Withdrawal Agreement (Advance Payments)

I, _____ understand that I must return cash and receipts for the amount
(Signature of person receiving funds)

of \$ _____ or return all funds within five (5) days following the transaction.

****A receipt should include: name of institution where items were purchased, date of purchase, and itemized listing of what was purchased, including price per item.**

Office Use Only

Check # _____ Check Issue Date _____ Funds Returned \$ _____