

**NEW CASTLE PRESBYTERY
FUNDING VOUCHER/CHECK REQUEST**



DATE: _____

COMMITTEE/COMMISSION/OTHER: _____

PAYEE: _____

ADDRESS: _____

AMOUNT: _____

EMAIL: _____

BUDGET CATEGORY (*Committee*) * *: _____

BUDGET LINE (*Number*) * *: _____

* * Must match approved NCP budget

RECORDED IN MINUTES OF: _____

(Please attach copy of the action from the minutes)

NOTES: _____

TO REMIT EXPENSES: Complete form, attach minutes and receipts. Scan all documents as PDF and email to committee chair or presbytery office for approval below.

APPROVED BY (*Committee Chair/Presbytery Office*): _____

TITLE: _____

DATE: _____

Log in to your Adobe account to digitally sign above or type name for approval.

Approver signs and emails to: newcastlepresbytery@bill.com

RECEIVE INVITATION FOR BANK AUTO PAY: Yes No
(If no, check will be issued by payment processor and mailed via USPS)