

Office Use:

Recurring Check  
Account #

**VOUCHER REQUEST**

**TO: BOOKKEEPER**

**DATE:** \_\_\_\_\_

I request payment of/reimbursement for \$ \_\_\_\_\_ to be  
used for \_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

Receipts for all items should be attached to this voucher.

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_ (must have approval from department/ministry)

Cost Center: #	_____	\$	_____	#	_____	\$	_____	
	#	_____	\$	_____	#	_____	\$	_____
	#	_____	\$	_____	#	_____	\$	_____
	#	_____	\$	_____	#	_____	\$	_____

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