

**Name of Organization**

voucher no. \_\_\_\_\_

**Financial Transaction Voucher**

Payment authorization request submitted by: \_\_\_\_\_

Date submitted \_\_\_\_\_ (person's name)

Person/Company to be paid (as it should appear on a check) \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_

Budget categories this payment should be charged to \_\_\_\_\_  
(see Chart of Accounts) \_\_\_\_\_  
\_\_\_\_\_

Reason for payment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of documentation attached : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval of person responsible for these budget categories:

Signature : \_\_\_\_\_ Print Name \_\_\_\_\_

CFO: I certify that this request is for monies that are within the requestor's budget or have been approved by the Board of Directors in the minutes dated \_\_\_\_\_ and that sufficient funds are available in our bank accounts.

CFO signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check No. \_\_\_\_\_ Date \_\_\_\_\_

Check prepared by : \_\_\_\_\_