

Trinity United Methodist Church
847 Tenth Avenue, Brackenridge, PA 15014
724-224-7300

Please complete voucher and submit with receipt(s) to Colleen Rudolph, to the Treasurer's mailbox or to Sherry Jenks.

CHECK REQUEST FOR REIMBURSEMENT submit to Colleen

PETTY CASH VOUCHER submit to Sherry

**** Please provide the following information ****

Make check payable to:		Total Amount:	
Phone number:			
Mailing Address:			
Purpose:			
Date Submitted:		Requested by:	
Approved by:			

IMPORTANT: Purchases without receipts or approval signature will not be approved and may have to be reimbursed by purchaser.