

**OFFICE OF THE CHIEF FINANCIAL OFFICER  
OHIO BAPTIST GENERAL CONVENTION, INC.**

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**EXPENDITURE/REIMBURSEMENT VOUCHER**

DATE \_\_\_\_\_

PERSON MAKING REQUEST \_\_\_\_\_

AUXILLARY REQUEST \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

MAKE CHECK PAYABLE TO \_\_\_\_\_

ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

PURPOSE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIPT/BILL ATTACHED (if applicable) YES  NO

\_\_\_\_\_  
SIGNATURE OF FINANCIAL SECRETARY

\_\_\_\_\_  
SIGNATURE OF AUXILIARY PRESIDENT

\_\_\_\_\_  
BUDGET REQUEST NUMBER \_\_\_\_\_ OFFICE USE ONLY

Approved  Disapproved

Approval/Disapproval Date \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Check # Issued \_\_\_\_\_ Budget Account # \_\_\_\_\_

Approved By \_\_\_\_\_ Treasurer

Approved By \_\_\_\_\_ Chief Financial Officer