E X P E N S E V O U C H E R

Holy Trinity Lutheran Church
Minneapolis, Minnesota

Instructions:

1. In situations where you have expended money for the purchase of an item or service that is properly the financial responsibility of Holy Trinity Lutheran Church, please complete this voucher.

2. Attach any receipts that you may have received.

3. Direct voucher to Church Administrator.

Date	Item or Service Purchased	Purchased From Where	Amount	Category(For OfficeUse)

TOTAL_____

_____

Signature