

**EXPENSE VOUCHER**

**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.

<b>Date</b>	<b>Item or Service Purchased</b>	<b>Purchased From Where</b>	<b>Amount</b>	<b>Category(For OfficeUse)</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
**Signature**