

PAYMENT VOUCHER

Presbytery of Eastern Virginia, 801 Loudoun Ave., Portsmouth VA 23707

PAY TO:

Name

Mailing Address

City St Zip

BUDGET LINE NUMBER	BUDGET LINE NAME OR DESCRIPTION	AMOUNT

Requested by

Date

Approved by (Unit Chairperson)

***NOTE: INVOICES FOR PAYMENT MUST BE ATTACHED;
FOR REIMBURSEMENTS, RECEIPTS MUST BE ATTACHED***

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(FOR OFFICE USE ONLY)

VENDOR CODE	INVOICE NO	AMOUNT

Fund (2)	UNIT (2)	ACCOUNT (4)	DATE PAID	CHECK NO