

**CHAPEL BY THE LAKE – Disbursement Voucher – Attach all receipts**

- (Use for:     - All purchase requests  
                  - All personal reimbursement requests  
                  - All check requests)

Amount Authorized/Requested: \_\_\_\_\_ Account Number: \_\_\_\_\_

Date: \_\_\_\_\_ Account Name: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Item(s) purchased/to be purchased or check's purpose (**attach all receipts**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by (Committee Chair, Elder or other  
designated person sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

**NOTE:** This form shall be used for all disbursement of funds, including reimbursement requests, check requests and to authorize procurement of any and all materials, equipment, services, etc, at CBTL. Funds shall not be disbursed without this form being submitted, and being properly executed. By signing this form, the signer is authorizing the expenditure of funds from the account, and for the purpose, noted above.