

**TANNER CHAPEL AFRICAN METHODIST EPISCOPAL CHURCH
CENTRAL BUDGET VOUCHER FORM**

Vouchers must be received
by 5:00 p.m. on Tuesdays.
Checks are cut on
Thursdays of each week.

Mail to: Tanner Chapel A.M.E. Church, Attn: Deborah Turnbo, 700 East Jefferson Street, Phoenix, AZ 85034
Email to: deborahturnbo@tannerchapel.org

To be completed by REQUESTOR:

Date of Request: Date Check Needed:

Name of Requestor: Auxiliary/Organization:

Make Check Payable to: Amount of Check:

Description of Disbursements:

Receipt Attached? YES NO RECEIPT TO COME

Mail Check to:

Will pick up check from Church's
Administrative Office

OR

Leave in Church Mailbox #:

FOR OFFICE STAFF ONLY - PLEASE DO NOT COMPLETE THE INFORMATION BELOW

To be completed by PASTOR:

Payment Approved: YES NO Signature of Pastor: _____ Date: _____

To be completed by TREASURER:

Date Paid: _____ Check Number: _____ Account Number: _____
