

# Ministry Coordinating Committee and Funds

For detailed instructions on all Voucher Forms, please visit [nyym.org/payment-requests](http://nyym.org/payment-requests)  
 This voucher is for expenses related to the mission of a fund, such as a grant or attendance at a conference.

## Funding Source

(Select which account should be charged – *one form per fund*)

Ministry Coordinating Committee	Account	Approver/Steward
<input type="checkbox"/> Coordinating Committee Expense	7100-00	Ministry Coordinating Committee
Programs	Account	Approver/Steward
<input type="checkbox"/> Ministry Outreach Programs	7250-00	Ministry Coordinating Committee
Conference/Meeting Support	Account	Approver/Steward
<input type="checkbox"/> Spiritual Nurture Working Group	7230-00	Working Group Clerk
Task Group on Racism	7100-10	Working Group Clerk
Outreach Working Group	8270-00	Working Group Clerk
Conflict Transformation Committee	7260-00	Committee Clerk
Ministry & Pastoral Care Committee	7220-00	Committee Clerk
Powell House Committee	8110-00	Committee Clerk
Youth Committee	8275-00	Committee Clerk
Funds Under the Care of MC	Account	Approver/Steward
<input type="checkbox"/> Meeting Visitation Fund	2920-20	Ministry Coordinating Committee
<input type="checkbox"/> Stevens Distribution Fund	2944-20	Ministry and Pastoral Care Committee
<input type="checkbox"/> Sufferings Distribution Fund	2935-20	Sufferings Committee

## Requested By

(Usually this is the name of the person filling out this form)

Name \_\_\_\_\_ Date \_\_\_\_\_

## Details

**Payable to** (Organization or Beneficiary)

**Total Amount** \_\_\_\_\_

Name \_\_\_\_\_

**Purpose/Reason** (short description of the expense)

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Approval and Submission

- Remember to attach your supporting documentation: invoices, receipts, travel vouchers, minutes, etc.
- If sending voucher by email, send this completed form to [vouchers@nyym.org](mailto:vouchers@nyym.org), and copy the approver on the email requesting a confirmation email.
- No approval is needed if the expense is documented in an attached minute.
- If this payment is for services, such as an honorarium or meeting facilitator, a copy of the W-9 form for the individual or business must be on file in the office before payment can be made

If sending voucher by mail, approver signature:

Approver: \_\_\_\_\_

*If expense already paid:*

- Office account check # \_\_\_\_\_
- Debit card on office account
- EFT from main checking account
- Debit card on main checking account