

Ministry Coordinating Committee and Funds

For detailed instructions on all Voucher Forms, please visit 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		
<input type="checkbox"/> Ministry Outreach Programs	7250-00	Ministry Coordinating Committee
Conference/Meeting Support		
<input type="checkbox"/> Summer Sessions	7210-00	Ministry Coordinating Committee
<input type="checkbox"/> Pastor's Conference	7240-00	Ministry Coordinating Committee
Committees/Working Groups		
<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		
<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 Fund	2935-20	Sufferings Committee/MCC

Requested By

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

Name _____ Date _____

Details

Payable to (Organization or Beneficiary)

Total Amount _____

Purpose/Reason (short description of the expense)

Name _____

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, 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: _____

<p><i>If expense already paid:</i></p> <p><input type="checkbox"/> Office account check # _____</p> <p><input type="checkbox"/> Debit card on office account</p> <p><input type="checkbox"/> EFT from main checking account</p> <p><input type="checkbox"/> Debit card on main checking account</p>
