



National Baptist Convention, USA, Inc.

BAPTIST WORLD CENTER HEADQUARTERS

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JEANETTE TATMAN, FINANCE OFFICE MANAGER

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Dr. Jerry Young
President

Dr. Alvin Edwards
General Secretary

Dr. Ricky Turner
Treasurer

EXPENSE VOUCHER

DATE OF REQUEST: _____

PAYEE: _____ VENDOR NO: _____

ADDRESS: _____

CITY: _____ STATE: _____ Zip Code: _____

DATE	DESCRIPTION OF EXPENSE	INVOICE NO.	BUDGET CODE	AMOUNT
Special Instructions:			Total:	\$

All expense voucher submissions must include corresponding receipts, invoices and/or documentation.

SUBMITTED BY: _____ AUXILIARY/DEPT: _____

Telephone No.: _____ E-Mail Address: _____

APPROVALS:

President: _____ Date: _____

Treasurer: _____ Date: _____

ADMINISTRATIVE OFFICE USE ONLY:

CHECK NUMBER	DATE PAID