



National Baptist Convention, USA, Inc.

Dr. Jerry Young, President

Dr. Calvin McKinney, General Secretary | Dr. Ricky Turner, Treasurer

EXPENSE VOUCHER

Payee: _____ Vendor # _____

Address: _____

City: _____ State: _____ Zip Code: _____

DATE	DESCRIPTION OF EXPENSE	INVOICE #	BUDGET CODE	AMOUNT
Special Instructions:			Date of Request	Total \$ Requested

Submitted By: _____ Auxiliary/Department: _____

Contact Number: _____ Email Address: _____

APPROVALS:

President: _____ Date: _____

Treasurer: _____ Date: _____

ADMINISTRATIVE OFFICE USE ONLY:

Previous Balance	Amount of Request	Remaining Balance	Date Paid	Check Number