

# Resurrection Lutheran Church

## Accounts Payable Voucher

Please Print Clearly

Date: \_\_\_\_\_

1. Pay To: \_\_\_\_\_

2. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Invoice # \_\_\_\_\_ (if applicable)

4. Pay attached invoice/receipt(s) in the **pre-NCtax** amount of:

Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$
Budget Line Item #	\$

5. Subtotal of above line items (**pre-NCtax**): \$ \_\_\_\_\_

Amount of NC State tax: 017-70-00-99 \$ \_\_\_\_\_ 4.75 %  
 Amount of Wake County tax: 017-70-00-96 \$ \_\_\_\_\_ 2.50 % (as of 1 April 2017)  
 Amount of Wake County tax: 017-70-00-95 \$ \_\_\_\_\_ 2.00 % (prior to April 2017)  
 Amount of Wake County tax: 017-70-00-98 \$ \_\_\_\_\_ 2.00 % (food only)  
 (Other County) \_\_\_\_\_ \$ \_\_\_\_\_ %

\*\* If unsure how to split out tax leave above lines blank

6. Plus Total NC Tax: \$ \_\_\_\_\_

7. **Total Check Amount** (line 5 + line 6): \$ \_\_\_\_\_

8. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. **Signature:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

Notes: All lines, excluding the 'Comments' line, MUST BE filled in or the voucher WILL NOT be paid. If you're not sure what the 'Budget Line Item #' is, please see the chairperson or a council member responsible for that committee for help. Example of Budget Line Item # is: 016-80-10-21