

Sengkang Methodist Church

31 Anchorvale Road, Singapore 545056

Tel 63859455 Fax 63856191

Email: office@skmc.org.sg

Payment Voucher

Voucher No: _____

Date: _____

Pay To: _____
(Name of claimant / vendor)

Address : _____
(only for address of vendor)

Ministry	Item Description	Accounts Code	Accounts Name	Amount(s)	
			Total:		

I confirm the above claim (s) has/have been budgeted. The above not budgeted, LCEC approval has been obtained . See enc.

Prepared by: _____ (Name) Signature _____
Date _____

Approved by: _____ (Name) Signature _____
(Up to \$500 - Coordinator) Date _____

Approved by: _____ (Name) Signature _____
(Up to \$2000, Chairperson/Head) Date _____

Approved by: _____ (Name) Signature _____
(Up to \$5000, LCEC Chair/Finance Chair) Date _____

Received by: _____ (Name) Signature _____
Date _____

For Official Use	
Checked by:	_____
Finance	_____
Cheque No:	_____
Posted by:	_____

Notes:
 1) After Purchase, fill in all the details , furnish-the following supporting documents.
For Expenditure : a)Quotations (for items exceeding \$1000 in value) b) Proof of purchase (invoice, goods receipt, claim forms) c) Completed payment voucher form (all the details filled in)
For Events : a) Statement of Accounts b) Proof of purchase (invoices, goods receipts, no receipt claim forms) C) Completed payment voucher form(all details filled in)
 2) Please turn overleaf for description of accounts code and accounts name

Table of Account Names and Codes

Category	Accounts Name	Accounts Code
Personal	Benefits Medical Fees –Medical & Dental	7004
	Benefits Medical Fees –HP Reimbursements	7005
	Training and Seminar	7007
	Benefits Miscellaneous	7010
Facility	Telecommunication	7101
	Utilities	7102
	Postage and Delivery	7104
	Rental Property	7106
	Rental Equipment	7107
	Equipment / Equipment	7108
Repair & Maintenance	Building - Repair Work on building	7201
	Building - Lift Maintenance & repair	7201-1
	Building - Air con maintenance & repair	7201-2
	Building - Fire, fire alarm servicing & repair	7201-3
	Building - Landscape & gardening service	7201-4
	Building - General	7201-5
	Building - Audio & video equipment	7201-6
	Cleaning - cleaning work	7202
	Security - Security guard and services	7204
Supplies	Books, Publications, Education	7301
	Office supplies & stationery	7302
	Food & refreshment	7303
	Printing & Publicity	7305
	Sundries and Tools	7306
Administration	Insurance	7401
	Professional Service - a/c, audit, legal	7404
	Licenses and Permits	7405
	Subscription and Fund offerings	7406
	Transport Claims/Expense	7409
	Gifts (Non-Monetary)	7410
	Gifts (Monetary)	7411
	Speaker Donation Gifts	7412
Ministry Specific Programmes	Events & Programme	7501
	Mission Support	7502