

Peace Lutheran Church

Contribution Document

This form is to be used by all staff, council, committee, and congregation members who contribute purchased items to Peace Lutheran Church. Please submit this form so that we can track the real costs of all Peace Ministries.

Please return to the financial secretary. (Mail box #19/20)

Submitted by: _____ **Date:** _____

Event/Purpose: _____

Date Contributed: _____ **Amount:** _____

Payee: _____

Contributor Printed Name: _____

Contributor Signature: _____

Receipts attached: _____

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Submitted by: The person(s) turning in the contribution.
2. Date: Date you are filling out the contribution.
3. Event/Purpose: Name of activity or reason for contribution.
4. Amount: Total of contribution. **Please attach all receipts.**
5. Contribution Amount of your donation to be noted on your monthly statement.
6. Contributor Printed name & signature of person submitting this form/voucher.