ST. ANDREW’S UMC ACCOMPIANIST VOUCHER

DATE OR DATES OF SERVICE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS IF **NOT** A CONTRACT EMPLOYEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITH A W-9 ON FILE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

\*\*\*Office Use Only

RATE PER SERVICE\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ACCOUNT TO BE CHARGED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Staff Approval

CONTRACT MUSICIAN PAYMENT GUIDELINES

**Payroll** is done on the **15th** and the **last business day of the month**. Invoices need to be turned into the office of the Financial Secretary by the Monday prior to payroll dates in order to have checks in the accompanist box by the upcoming Sunday. Musicians should sign and date that they received their checks on the log in the mail box. If the Musician has already played and needs to be paid for their service on the next payroll date, please indicate that you would like the check mailed.

All vouchers need to be signed by the person responsible for the budgeted expenses and the proper budget account number must be indicated before checks can be printed.

Budgeted accounts:

Staff Salary #5.401.905 or Organ/Instrumentals #5.400.305

\*\*\*\*Anyone who might be paid $600 or more must have a W-9 Form on file before their first paycheck. \*\*\*\*\*