

## ST. JOHN BAPTIST CHURCH GENERAL FUND PROJECT OFFICER INSTRUCTIONS

(These instructions are also located on the back of project officer worksheet)

1. Project Officer Funds are to be used only in support of the predetermined and/or specific purpose/project as identified (\*\*) on this instruction sheet. The amount authorized for this event **is not** to be exceeded without approval of the Treasurer.
2. **DO NOT** pay state or local taxes. You are required to have the Texas Sales Tax Exemption Certificate with you when you shop for items being paid for the fund monies. Give the certificate to vendor to avoid tax on your purchase.
3. All services/supplies should be procured locally. In other words, you should not order items through the mail and have them sent to your personal address.
4. Do not purchase gift items or plaques for any individual, organization or institution without consulting the Treasurer first.
5. Obtain an itemized invoice or receipt for each purchase you make. If no receipts are available you must provide a signed memo for that purchase.
6. When project is completed, prepare the Project Officer Report as indicated on the attached Project Officer Worksheet.
7. The completed Project Officer Worksheet, with all invoices/receipts attached, and any remaining funds, **MUST** be returned to the treasurer or bookkeeper within 15 days after the conclusion of the event.

I \_\_\_\_\_ have read and understand the above instructions.

I received check number \_\_\_\_\_ from the St. John Baptist Church General Fund  
on (date) \_\_\_\_\_ to be used for \*\* \_\_\_\_\_

Date of Event/Project: \_\_\_\_\_

Project Officer Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_



# ST JOHN BAPTIST CHURCH GENERAL FUND PROJECT OFFICER WORKSHEET

NAME OF PROJECT OFFICER \_\_\_\_\_

NAME OF PROJECT \_\_\_\_\_

DATE OF PROJECT \_\_\_\_\_

EXPENSE ACT # \_\_\_\_\_ AMOUNT OF ADVANCE \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

**DESCRIPTION OF ITEMS PURCHASED AND UNIT COST:** (Sign and attach all sales slips, etc. If no receipts are available you must provide a signed memo for that purchase. If several items are purchased under one category, list as one unit.)

DESCRIPTION	UNIT COST	QUANTITY	TOTAL
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL AMOUNT OF EXPENDITURES</b>			\$
<b>AMOUNT OF MONEY TO BE RETURNED</b>			\$

\_\_\_\_\_  
Signature of Project Officer