

**Requisition for Spending**

**Circleville First Baptist Church**

**Guidelines:**

- 1. All requisitions must be authorized by a Team Chairperson or Ministry Director.
- 2. Attach all receipts to this form, checks will be issued in 7 to 10 business days.
- 3. Expenses over \$500 are to be approved by the Finance Team prior to the purchase.
- 4. If budgets have been exceeded all purchases are to be approved by Finance Team prior to purchase.

Ministry or Team: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor or Check payable to: \_\_\_\_\_

Request made by: \_\_\_\_\_ Account # \_\_\_\_\_

Authorized by: (Ministry Director or Team Chairperson) \_\_\_\_\_ Date: \_\_\_\_\_

Description	Amount
	\$
	\$
	\$
<b>Total of expense</b>	\$

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Use Only:	GL No.:	
	Date Paid:	

Rev 2/1/2012

**Requisition for Spending**

**Circleville First Baptist Church**

**Guidelines:**

- 1. All requisitions must be authorized by a Team Chairperson or Ministry Director.
- 2. Attach all receipts to this form, checks will be issued in 7 to 10 business days.
- 3. Expenses over \$500 are to be approved by the Finance Team prior to the purchase.
- 4. If budgets have been exceeded all purchases are to be approved by Finance Team prior to purchase.

Ministry or Team: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor or Check payable to: \_\_\_\_\_

Request made by: \_\_\_\_\_ Account # \_\_\_\_\_

Authorized by: (Ministry Director or Team Chairperson) \_\_\_\_\_ Date: \_\_\_\_\_

Description	Amount
	\$
	\$
	\$
<b>Total of expense</b>	\$

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Use Only:	GL No.:	
	Date Paid:	

Rev 2/1/2012