



FULL GOSPEL BAPTIST CHURCH FELLOWSHIP INTERNATIONAL CONFERENCE DOCUMENT REVIEW PROCESS

Contracts, Invoices, and Purchase Orders

TAKES **72** HOURS

STEP 1

DECIDE WHAT YOU WOULD LIKE US TO REVIEW
& SEND OUR TEAM YOUR DOCUMENT(S).

STEP 2

SEND ONE (1) EMAIL TO THREE DIFFERENT DEPARTMENTS.

mhenry@fullgospelbaptist.org
(FG Corporate Headquarters)

arandall@fullgospelbaptist.org
(Office of Legal Affairs)

rcollins@fullgospelbaptist.org
(Office of the Executive Treasurer)

A

Legal protects
the fellowship

B

Finance keeps
your event
within budget

C

HQ's signs
all documents

D

Marlinda Henry
updates FG
Executives

STEP 3

MARLINDA HENRY SENDS ONE (1) EMAIL REPLY
TO THE REQUESTOR WITH CONCERNS, REVISIONS,
OR ACTIONS ITEMS.

YOU WILL RECEIVE THE CONTRACT IN FINAL FORM IN
72 HOURS OR LESS.

STEP 4

STEP 5

SUBMIT THE FINAL DOCUMENT TO THE FGBCFI
CONFERENCE VENDOR.

INSTRUCT THE FGBCI CONFERENCE VENDOR
TO CONTACT MARLINDA HENRY IF HE OR SHE
HAS QUESTIONS.

STEP 6