

PURCHASE ORDER / CHECK REQUEST
FIRST BAPTIST CHURCH OF SOCIAL CIRCLE
Budget and Designated Funds

Requested by: _____

Date: _____

Payable To: _____

Activity / Purpose: _____

Address: _____

Project Code if needed: _____

Phone #: _____

SS# or Tax ID: _____

Mail Check: Yes or No..... Return Check to: _____

Addition Instructions: _____

Committee Chairman or Minister Approval: _____ Date: _____

Church Administrator Approval: _____ Date: _____

Budget & Finance Chairman Approval: _____ Date: _____

Office Manager Approval: _____ Date: _____

Bank Account to be paid from:

_____ General Checking – Operating Account

Budget Acct# _____ \$ _____

_____ General Checking – Designated Account

Budget Acct# _____ \$ _____

_____ General Checking – Capital Account

Budget Acct# _____ \$ _____

_____ Bank of Social Circle – MM Account

Budget Acct#: _____ \$ _____

_____ Bank of Social Circle – BFKG Account

Budget Acct# _____ \$ _____

Budget Acct# _____ \$ _____

Total Amount: _____