



Purchase Order/Check Request Form

Today's Date: _____

Requestor Information:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

Ministry Team: _____

Please describe your request:

Amount of Request: \$ _____

Please make check payable to:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

Ministry Director's Signature: _____ Date: _____

Please indicate where you would like the check sent to:

- Mailed to address above Mailed to church, I will pick up

(Please allow 2 weeks for processing)

Please indicate which Budget Expense Account this should be charged to. See list of Accounts on the backside of this form.



Please choose one of the following Expense Accounts:

Christian Education

- Education Materials
- Education/Training
- Library Materials
- Financial Peace University
- Health Ministry
- Children's Ministry
- __Nursery/Toddlers Ministry
- __Children's Church
- AWANA
- 116 Student Ministry
- __Transitions (6th-8th)
- __Men/Ladies of Honor(6th-12th)
- Women's Ministry
- Men's Ministry
- Leadership Development

Family Life

- Membership Celebration
- Membership Orientation
- Elder Ministry
- Benevolent/Member
- Baptism/Communion Supplies
- Small Groups
- Retention
- __Card Ministry
- __Meal Ministry
- __Bereavement
- __Care Callers
- __Visitation
- Family Life Appreciation
- Soul Care Ministry
- Healthy Relationships
- __Singles
- __Pre-Marital Counseling
- __Couples Mentoring
- __Marriage Enrichment
- __Parenting
- Parent/Child Dedications
- Hope and Help Resource
- Food Service Ministry

Glocal Missions

- Missionary Support
- Global Missions
- Local Ministries
- __Tabitha's Closet
- __We Serve
- __Community Garden
- Benevolent/Non-Member
- Community Outreach

Worship Arts

- Praise Team
- Worship Service
- Podcast/CD Ministry
- Media Team/Imaging
- Arts Team
- Parking Attendants Team
- Prayer Team Ministry

Administration

- Advertising
- Building Improvements
- Building Maintenance
- Capitol Purchases
- Office Supplies
- Printing
- Postage
- Contract Services
- Equipment Rental
- Communication
- Travel/Lodging
- Risk Insurance
- Operations
- __Printing
- __Counting Team
- __Finance Team
- __Dues/Membership
- Miscellaneous
- Special Events

Hospitality

- Volunteer Appreciation
- Greeters
- Connect Central
- Sunday Campus Prep