

North Henry Baptist Church Requisition Form

Requisition #

Purchase Order #

(To be assigned by the Finance Ministry Team)

Cost Center Name:

Cost Center #

Reimburse Name:

Month Budgeted	Amount Budgeted	Item Budgeted Description	Quantity purchased	Price per item	Total Amount Requested
TOTAL:					

Will the money requested above be all that you need to purchase the item as requested in the approved budget?

☐ YES

☐ NO

Requisitioned by:

Date: _____

Approved by: _____

Date: _____

Instructions:

Submit one copy of the requisition to the Stewardship/Finance Ministry Team for approval. *Submit at least three days in advance of date needed.* See Finance Policies and Procedures on reverse side. When approved, you may initiate purchase. A copy will be kept in the Approved Requisitions File to be filed with invoice when paid. If you make the purchase, original receipts are required to be turned in to the Finance Team.

North Henry Baptist Church Finance Policies and Procedures

Requisitions are required for ALL purchases and/or charges prior to purchase to insure resources are available for the expenditure.

1. Expenditures will be considered for approval on Mondays. If approved, check will be cut on Tuesday. The check will be signed and available for pick up on Thursdays. The only exceptions will be in the case of legitimate emergencies or holidays. If the check is for a Ministry Team Leader, the check will be placed in your mail slot in the outer office. For other members, please contact the secretary to confirm office schedule and set appointment to come by for your check.
2. Requisitions are available in the Church Office and must be submitted at least three days in advance of the date needed. NOTE: Since checks are cut on Tuesdays, anyone needing a check or wishing to charge a purchase to the Church Account must have a requisition submitted no later than the preceding Thursday. Requisitions for consideration should be placed in the Finance Team folder marked "Requisitions to Be Approved" or if the Finance office is locked, please place in the Finance Mail slot in the Ministry Team Mail Boxes. If an emergency purchase needs to be made, contact the Finance Team directly for consideration. The requisition **must** state whether it is a budgeted or non-budgeted request and **must** state the Ministry Team name and cost center code that it falls under in order to be considered for approval. Note: A Separate requisition shall be required for each budget line item. Your line item number is your ministry budget number/s. Refer to your submitted budget to clarify where to charge the item. If anyone is unsure as to which budget line item an expenditure falls under, you may contact one of the Finance Team Leaders or Secretary for assistance.
3. The Finance Team will assign a number to each approved requisition and that number should then be noted on any charges to the Church Account or your receipt for reimbursement.
4. Receipts submitted for reimbursement must have applicable cost center codes on them and should indicate whether the receipt completes the total purchase. Note: **Be sure to specify who made the purchase and to whom the reimbursement check should be written to.**
5. Receipts for deposits made by church or NHA personnel should be turned in to the Finance Office on the day the deposit is made.

These policies shall be effective immediately and are necessary to protect our Church's financial integrity, to insure that we follow sound accounting principles, and to add an additional element of accountability in our financial management. Your cooperation is genuinely appreciated.

*Finance Team: Rosa Hill and Penny Sledge, Finance Team Co-Leaders
and Joe Pigford, Church Treasurer.*