



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: _____

Authorized 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 1 week 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