

**LIVING PROOF BAPTIST CHURCH  
REQUISITION FORM**  
*Please see reverse side before completing form*

DATE REQUESTED: \_\_\_\_\_

DATE NEED TO ORDER BY: \_\_\_\_\_

DATE NEED TO RECEIVE/WITHDRAW BY: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

REIMBURSEMENT TYPE: \_\_\_\_\_ Reimburse me      \_\_\_\_\_ Consider this an in-kind contribution

PERSON REQUESTING MONEY: \_\_\_\_\_

ACCOUNT CATEGORY: \_\_\_\_\_ ENDORSEMENT NEEDED: \_\_\_\_\_

**Endorsement**

This requested expenditure is for operations & activities of the church and has my endorsement to proceed.    \_\_\_\_\_ Included in approved budget    \_\_\_\_\_ Not included in approved budget

Endorser Signature: \_\_\_\_\_

<u>QTY</u>	<u>ORDER NUMBER/DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>

SHIPPING & HANDLING: \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

PURCHASED BY: PERSON REQUESTING ITEM \_\_\_\_\_ STAFF \_\_\_\_\_

**For Office Use Only**

Payment Type (*Circle One*):    Debit    Check    Draft    Date Ordered: \_\_\_\_\_

Check Number: \_\_\_\_\_    Date Received: \_\_\_\_\_

Reviewed by Check Signer/Treasurer \_\_\_\_\_  
*(Initial here)*    *(Initial here)*

**NO PURCHASES ARE TO BE MADE UNTIL YOUR REQUISITION HAS BEEN APPROVED.**

1. Obtain a requisition form from the church office and fill it out as far in advance as possible (two weeks minimum).
2. Give requisition to appropriate ministry lead so he/she may endorse. Proper endorsement is required for reimbursements to prevent denial or exclude in-kind donations from tax-deductible giving.
3. The requisition is submitted for approval and evaluated according to money available, overall church need, and amount spent to date in expense account.
4. If the check should be made payable to a vendor, attach the quote or invoice to the requisition form. If an individual is to be paid, attach an estimate or receipts.
5. All requests must have the endorsement of the appropriate ministry lead.
6. Requests exceeding \$250 require finance committee approval.
7. Requests exceeding \$500 must be accompanied by at least two estimates.
8. All non-budgeted items require finance committee approval.
9. All non-budgeted items exceeding \$2,500 require approval at a members' business meeting.

<b>Category</b>	<b>Endorser</b>	<b>Examples</b>
General/Admin/Unknown (other)	Brian Partlow Del Curtis	Office supplies, computer equipment
Ministry/Outreach	Matt Curtis	Pineapple Inn ministry
Facility & Grounds	Ken Giedd	Cleaning supplies, light bulbs, lawn care items, building repairs
Worship & Music	Joel Martinson	Sheet music, AV equipment
Nursery	Sarah Parks	Diapers, snacks, toys/books, clean-up items, nursery equipment
Fellowship & Meals	Butch Houston	Coffee, snacks, food/catering, table items
Sunday School Material	Greg Garrison Eddie Lepp	Books/curriculum, classroom supplies
Security	Kelly Charbono	Security supplies