

**Requisition for Spending**

**Circleville First Baptist Church**

**Guidelines:**

- 1. All requisitions must be authorized by a Team Chairperson or Ministry Director.
- 2. Attach all receipts to this form, checks will be issued in 7 to 10 business days.
- 3. **Expenses over \$500 are to be approved by the Finance Team prior to the purchase.**
- 4. If budgets have been exceeded all purchases are to be approved by Finance Team prior to purchasing.

Ministry or Team: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor or Check payable to: \_\_\_\_\_

Request made by: \_\_\_\_\_

Authorized by: (Ministry Director or Team Chairperson) \_\_\_\_\_ Date: \_\_\_\_\_

Description	Amount
	\$
	\$
	\$
<b>Total of expense</b>	<b>\$</b>

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Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

|                    |            |  |
|--------------------|------------|--|
| Internal Use Only: | GL No.:    |  |
|                    | Date Paid: |  |

11/12/2008

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Authorized by: (Ministry Director or Team Chairperson) \_\_\_\_\_ Date: \_\_\_\_\_

| Description             | Amount    |
|-------------------------|-----------|
|                         | \$        |
|                         | \$        |
|                         | \$        |
| <b>Total of expense</b> | <b>\$</b> |

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Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Team Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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