

PURCHASE REQUEST FORM

Description of Item Requested _____

Budget Line # _____ Capital Expense: Attach Trustee Minutes
(Please use line #'s as they appear on the reverse side of this sheet)

Amount Requested: \$ _____ Attach Quote if obtained _____

Vendor Name: _____

Address: _____

City/State: _____ Phone_(_____) _____

Is there enough money left in the budget to pay this request? _____

Authorized Signature _____

Authorized Signer Print Name _____

I will secure the purchase and seek reimbursement if properly authorized.

I will provide necessary product info to the office for direct purchase and payment.

OVER \$250.00 =signed by Deacon /Elder

UNDER \$250.00=signed by Team Chair

OFFICE USE ONLY

Is the purchase request signed by an authorized person? _____

Is the Budget line # listed above correct? _____

Are Funds remaining in the budget to pay the request? _____

Is the purchase request approved? _____

Is an invoice attached? _____

Amount paid _____

Date paid _____

Church Services

- 6130 - CD Ministry
- 6141 - Worship Service & Support -WS Team
- 6160 - Substitute Musicians
- 6170 - Flower Committee

Christian Education

- 6190 - Sunday School
- 6200 - Youth Ministries
- 6210 - Library
- 6221 - Vacation Bible School
- 6222 - Adult Bible Studies
- 6224 - Other CE Activities
- 6230 - Scholarships
- 6240 - Nursery

Missions

- 6251 - Funded Missions Donations
- 6252 - Missions Scholarships
- 6253 - Missionary Stipend - Preaching

Other Ministries/Care

- 6260 - Stephen Ministries
- 6262 - Grief Share
- 6263 - Caring Ministry Initiatives
- 6270 - Spiritual Gifts
- 6280 - Elders
- 6290 - Pastoral Care
(budget \$100 - use mostly account #2159)

Other Church Activities

- 6265 - Prayer Group
- 6310 - Strawberry Festival
- 6320 - Christmas Fair
- 6340 - Bean Suppers
- 6345 - Lenten Meals

Music

- 6360 - CCL/CLV Licenses
- 6370 - New Equipment
- 6380 - Maintenance
- 6390 - Music Support
- 6395 - Music - Other
- 6400 - Annual Praise Band Convention

Kitchen

- 6501 - Kitchen Supplies - Kingston
- 6502 - Other Food Activities - Kingston
- 6503 - Hospitality
- 6504 - Kitchen Supplies - Newton
- 6505 - Other Food Activities - Newton

Building & Grounds - Kingston

- 6421 - Fuel Oil Church
- 6422 - Fuel Oil Parsonage
- 6423 - Propane Church
- 6424 - Propane Parsonage
- 6425 - Telephone/Internet
- 6426 - Telephone Parsonage
- 6427 - Electric Church
- 6428 - Electric Parsonage
- 6431 - Maintenance & Repairs
- 6432 - New Equipment & Furniture
- 6433 - Church Supplies & Expenses
- 6435 - Safety Inspections
- 6436 - Property Insurance
- 6461 - Snow Plowing & Sanding
- 6462 - Lawn Care
- 6463 - Landscaping

Building & Grounds - Newton

- 6441 - Fuel Oil Church
- 6442 - Fuel Oil Parsonage
- 6443 - Electric - Church
- 6444 - Electric - Parsonage
- 6445 - Maintenance & Improve - Church
- 6446 - Maintenance & Improve - Parsonage
- 6447 - Church Supplies & Expenses
- 6448 - Safety Inspections
- 6449 - Property Insurance
- 6471 - Snow Plowing
- 6472 - Lawn Care
- 6473 - Landscaping

Church Office Administration

- 6481 - Copier Contract
- 6482 - Advertising & Outreach
- 6483 - New Equipment & Software
- 6484 - Software Expenses
- 6485 - Office Expense
- 6486 - Postage & Bulk Permit
- 6488 - Kingston Days
- 6490 - Background Checks
- 6491 - Credit Card Processing Fees

Legal, Finance & Technology

- 6511 - Legal & Consultation Expense
- 6512 - Accounting Review
- 6513 - Treasurer Support
- 6514 - Accounting Service
- 6516 - NACCC
- 6530 - Technology Upgrades
- 6535 - Multimedia Equipment