

Requisition Form

Routing Directions for Requisition:
cc:

Date Payment Needed:		Completed by Church Accountant		
		PO Number Requested?	Date Approved	PO #

Is the vendor providing goods or services? (COI Submitted?) Yes/No/NA

Request to Use Credit Card for this Purchase?:

To:	Accounts Payable
Requisitioner:	
Pay to:	
Address:	

To Be Completed by Coach

Purpose/Service Description: (NOTE: Only the trustee chair or treasurer is authorized to sign contracts. Vendors without a valid certificate of insurance are not approved to conduct business with Mount Carmel Baptist Church.)	Ministry Team	Expense Description	Projected Cost	Budget Balance of Line Item	Date of Budget Review by Coach
			\$ -		
			\$ -		
			\$ -		
			\$ -		
	TOTAL			\$ -	

Purchase Method:	Contact Information (Email and Number to call with questions):	
	Date of Initial Review & Approval:	Approval of Revised Actual Cost: Date:
Disbursement approved by Trustee Chairperson, Treasurer, or Pastor Kimbrough	Date of Initial Review & Approval:	Approval of Revised Actual Cost: Date:

Special Instructions for check *(initial and highlight if necessary)*:

Mail Check with Attachment(s).
Return check to treasurer until approved for release by _____.
Hold at Reception - Vendor to pick up.
Return check to staff member _____ for delivery.



INSTRUCTIONS

Submit electronically only

Areas Completed by Requisitioner

- Identify who will need to be copied on the form after the purchase of the good or service
- List your name in the Requisitioner box to indicate who prepared the form
- List the payee and the payee's address
- Indicate whether a PO is needed
- Indicate whether or not the credit card will be used
- Provide detailed information about the Purpose/Service Description
- Provide cost if known; if not known, provide anticipated cost
- Please check appropriate box under Special Instructions if you want special handling of the check
- Send the completed form (and any quotes or authorizations) to the Coach

Coach completes areas in green

- Coach must review and list the ministry, line item, and budget balance of funds to be charged
- Record date of review of ministry's budget
- Review, sign and submit form and quote to Trustee Chair

Areas in Gray will be Completed by Trustee Chair

- Review, sign and form and quote to Purchaser.

Purchaser completes areas in blue.

- Purchase goods or services upon approval from the coach and trustee chair.

Administrative Ministry Fund 1-5228
Afro-American Cultural Center 1-5725
Andrew Fellows Ministry 1-5415
Anita Stroud Fund 1-5724
Boy Scouts 1-5413
Bulletins & Printing 1-5209
Bus Ministry 1-5213
Campus Connection 1-5738
Capital Improvements/Bldg Repairs 1-5223
Church Women - Mecklenburg 1-5731
Communion 1-5204
Crisis Assistance 1-5709
Deacon Ministry 1-5526
Educational Scholarship 1-5741
Equipment Maintenance & Repair 1-5222
Evangelism 1-5410
Foreign Mission 1-5710
Girl Scouts 1-5408
Greater Enrichment Program 1-5734
Greeters Ministry 1-5519
Guest Minister 1-5501
Hospitality Expenses 1-5216
Janitorial Supplies 1-5304
LC Riddick Scholarship 1-5732
Loaves and Fishes Expenses 2-5707
MCBC Mission Support 1-5718
Mecklenburg General Baptist Assoc. 1-5723
Ministry Fellowship 1-5514
Mt. Carmel Ministries 1-5722
Music 1-5211
Office Supplies 1-5201
Pastorial Training and Travel 1-5227
Prayer Ministry 1-5411
Professional Services 1-5600
RAIN 1-5737
Revival 1-5502
Security 1-5203
Senior Citizens 1-5503
Sight/Sound/Technology 1-5515
Sports Ministry 1-5512
State Women's 1-5708
Sunday School Ministry 1-5401
Tape Ministry 1-5511
UNCF 1-5701
Upkeep 1-5310

Urban Ministries 1-5739
Usher Ministry 1-5516
Youth/Children 1-5402

Yes	Magnification/Worship Team (L. Bradford, Richardsor
No	Mission/Evangelism Team (Hendricks/Martin)
N/A	Maturity/Discipleship Team (Dunn, Newby)
	Membership/Connections Team (Stith, Barnes)
	Ministry/Service Team (Hagwood)
	Administrative Ministry Team (R Bradford)