

## EFBC Purchase Requisition

Date \_\_\_\_\_ Ministry/Department \_\_\_\_\_ Name \_\_\_\_\_

**(Note: Pre-approval required for amounts over \$200.00)**

**Payroll**

\_\_\_01 ADMIN/EMP 5106 Pastor M Health Insurance

\_\_\_01 CSV 5470 Parking Control / Security  
\_\_\_01 CSV 5495 Misc. Services Exp

**Office Finance**

\_\_\_01 ADMIN/OFF 5200 Office Supplies  
\_\_\_01 ADMIN/OFF 5205 Postage / Mailings  
\_\_\_01 ADMIN/OFF 5210 Copy Machine costs  
\_\_\_01 ADMIN/OFF 5215 Advertising / Promotions  
\_\_\_01 ADMIN/OFF 5220 Telephone / Internet  
\_\_\_01 ADMIN/OFF 5225 Computer Lic. / Software  
\_\_\_01 ADMIN/OFF 5230 Pastor B Professional Exp  
\_\_\_01 ADMIN/OFF 5235 Pastor M Professional Exp  
\_\_\_01 ADMIN/OFF 5240 Youth Ministry Staff Prof. Exp  
\_\_\_01 ADMIN/OFF 5245 Pastor's Tuition Reimb.  
\_\_\_01 ADMIN/OFF 5250 Deacon Training Exp  
\_\_\_01 ADMIN/OFF 5255 Office Equipment  
\_\_\_01 ADMIN/OFF 5265 Website Develop. & Maint.  
\_\_\_01 ADMIN/OFF 5275 Gifts & Appreciations  
\_\_\_01 ADMIN/OFF 5295 Misc. Office Exp

**Fellowship**  
\_\_\_01 FEL 5600 Kitchen Supplies  
\_\_\_01 FEL 5610 Koffee Korner  
\_\_\_01 FEL 5620 Family Ministry Exp  
\_\_\_01 FEL 5630 Family Soul Food  
\_\_\_01 FEL 5650 EFBC Special Events  
\_\_\_01 FEL 5695 Misc. Fellowship Exp

**Music**

\_\_\_01 MUS 5700 Music  
\_\_\_01 MUS 5720 Copyright Licenses  
\_\_\_01 MUS 5740 Sound Booth / Audio Visual  
\_\_\_01 MUS 5750 Tapes / DVDs / Videos  
\_\_\_01 MUS 5795 Misc. Music Exp

**Outreach**

\_\_\_01 OUT 5820 Community Outreach

**Children's Ministry**

\_\_\_01 CMM 5910 Nursery Exp  
\_\_\_01 CMM 5920 Supplies / Materials  
\_\_\_01 CMM 5930 Curriculum  
\_\_\_01 CMM 5940 VBS  
\_\_\_01 CMM 5995 Misc. Children's Ministry Exp

**Preschool**

\_\_\_02 PRES 7140 Start-up costs  
\_\_\_02 PRES 7150 Craft supplies  
\_\_\_02 PRES 7195 Miscellaneous Pre-school Exp

**Connections**

\_\_\_01 CON 5500 Welcome Center Supplies  
\_\_\_01 CON 5595 Misc. Connections Exp

**Helping Hands**

\_\_\_03 HELP 7200 Ministry Supplies / Materials (Budget)  
\_\_\_03 HELP 7220 Help Ministry Expenses (Deacon's)

**Church Services**

\_\_\_01 CSV 5410 Guest Speakers  
\_\_\_01 CSV 5420 Worship Service Supplies  
\_\_\_01 CSV 5440 Sanctuary Décor  
\_\_\_01 CSV 5450 Communion Supplies  
\_\_\_01 CSV 5460 Ushering Supplies

**Missions**

\_\_\_05 MISS 7310 Palden Support  
\_\_\_05 MISS 7360 Benevolent funds for Missionaries  
\_\_\_05 MISS 7370 TOT Mission Trip Expense  
\_\_\_05 MISS 7395 Misc. Missions Exp.

**(Describe Material or Services to be purchased.)**

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Estimated Cost \$ \_\_\_\_\_

\_\_\_ APPROVED \_\_\_ DENIED

By: \_\_\_\_\_

**Ministry Deacon**

By: \_\_\_\_\_

**Finance Officer**

**Payment Information:** (Please Check Appropriate Box)

\_\_\_ Pay invoice attached  
\_\_\_ Church credit card purchase (attach copy of charge slip)  
\_\_\_ EFBC will be billed (**attach copy of invoice**) Name of Company \_\_\_\_\_  
\_\_\_ Make check payable to: \_\_\_\_\_ In the amount of \$ \_\_\_\_\_  
\_\_\_ Financial Cash Advancement. In the amount of \$ \_\_\_\_\_

**(Place completed form in Deacon of Finance mail box for processing.)**

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**Adult Education**

___10	ADLT	7400	FSF Studies
___10	ADLT	7420	Special Events / Workshops
___10	ADLT	7430	FPU
___10	ADLT	7440	College / Career
___10	ADLT	7495	Misc. Adult Exp

**Youth Ministry**

___30	YUTH	7810	Youth Grp Supp. / Materials
___30	YUTH	7820	Youth Summer Retreat
___30	YUTH	7830	Special Events / Trips
___30	YUTH	7895	Misc. Youth Ministry Exp

**Men's Ministry**

___20	MENS	7610	Men's Teaching Materials
___20	MENS	7620	Men's Retreat Exp
___20	MENS	7625	Man-Up Exp
___20	MENS	7630	Special Events / Activities
___20	MENS	7695	Misc. Men's Exp

**Awana**

___35	AWNA	7910	Awana Supplies / Materials
___35	AWNA	7920	Awana Missionary Support
___35	AWNA	7930	Conference / Training Exp
___35	AWNA	7940	Registrations / Renewals
___35	AWNA	7950	AWANA Store
___35	AWNA	7960	AWANA Office Supplies
___35	AWNA	7970	Special Activities / Events
___35	AWNA	7980	Camp Scholarships
___35	AWNA	7995	Misc. Awana Exp

**Women's Ministry**

___25	WMNS	7710	Women's Teaching Materials
___25	WMNS	7720	Women's Retreat
___25	WMNS	7730	Little Lambs Celebrations
___25	WMNS	7740	Love Extended
___25	WMNS	7750	Ladies Tea Exp
___25	WMNS	7795	Misc. Women's Exp

**(Describe Material or Services to be purchased.)**

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

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By: \_\_\_\_\_

**Ministry Deacon**

By: \_\_\_\_\_

**Finance Officer**

**Payment Information:** (Please Check Appropriate Box)

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___	Church credit card purchase (attach copy of charge slip)
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___	Make check payable to: _____ In the amount of \$ _____
___	Financial Cash Advancement. In the amount of \$ _____

**(Place completed form in Deacon of Finance mail box for processing.)**