



EXPENSE REQUISITION

Please complete the appropriate portion of this form for any purchase made or planned to be made involving the budget of Antioch Bible Baptist Church, to include Checks, VISA Charges, Purchase on Accounts and Reimbursements and return to the Business Manager.

Purchase Order numbers will be assigned for all purchases not made by Church Credit Card and all purchases over \$1,000.

Notify the Business Office three days in advance of purchases over \$1,000 and refer to the reverse side of this form.

Documentation must be attached to the Expense Requisition Form {e.g.: receipts, email confirmation, internet order sheet, etc.}

PURCHASE ORDER #	APPROVED BUYER
AMOUNT APPROVED	BUDGET DIRECTOR APPROVAL

METHOD OF PAYMENT		
CHECK REQUEST <input type="checkbox"/> Date Needed _____ <input type="checkbox"/> Mail Check _____ <input type="checkbox"/> Return to _____ Amount \$ <input style="width: 100px;" type="text"/> Payee _____ Address _____ City/ST/Zip _____	DIRECT BILL <input type="checkbox"/> Company _____ <input type="checkbox"/> Internet _____ <input type="checkbox"/> Pick Up _____ <input type="checkbox"/> Phone _____ Amount \$ <input style="width: 100px;" type="text"/> Date Ordered _____	VISA <input type="checkbox"/> Company _____ <input type="checkbox"/> Internet _____ <input type="checkbox"/> Pick Up _____ <input type="checkbox"/> Phone _____ Amount \$ <input style="width: 100px;" type="text"/> Date Ordered _____ Name on Card _____

MINISTRY	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	OFFICE USE ONLY

OFFICE USE ONLY	
Documentation Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Manager _____	Date approved ____/____/____
Reviewed by Executive Pastor (If over \$1,000) _____	Date approved ____/____/____

Subtotal	
Shipping	
Misc Charge	
Tax Exempt 12450031	0.00
Balance Due	

PROCEDURE FOR PURCHASES OVER \$1,000

What three places have you priced this item? _____

Was this budgeted for? _____

Will this put you over budget? _____

BUDGET DIRECTORS

ABF	Shawn Barr
AWANA	Iris Roberson
Benevolence	Shawn Barr
Children's Ministry	Dave Ruckel
Church Vehicles	Dave Ruckel
Computers	Tim Falter
Counseling	Shawn Barr
Crisis Closet	Janice Burns
Discipleship	Shawn Barr
Gifts	Bob Baier, Shawn Barr
General Expenses	Bob Baier
Kitchen	Janice Burns
Ladies Ministry	Judy Baier
Library	Shawn Barr
Men's Ministry	Todd Slagle
Military	Todd Slagle
Missions	Bob Baier
Music	Brett Francis
Office	Janice Burns
Outreach	Todd Slagle
Property/Equipment	David Vos
Sports	Shawn Barr
Video	Tim Falter
Volunteer	Todd Slagle
Worship	Shawn Barr
Young At Hearts	Shawn Barr
Youth - Jr Hi	Steve Doss
Youth - Sr Hi	Joel Marshall