

# *First Southern Baptist Church Of Avondale*

## **Purchase Order Request**

*Submit to Office Manager*

**Note:** We want to be good managers of the funds the Lord has given us. Therefore, we have adopted several requirements that must be met before church funds can be spent. We do not mean to be burdensome, but we do desire to spend according to church priorities and needs. Please help us by submitting this request *before* assuming that the funds can be spent.

1. We must have budgeted or church approved funds for the expenditure.
2. We must live within the guidelines of the budget or church approval.
3. Funds must be available in the appropriate account at the time of the expenditure.
4. Appropriate advance approval must be given before funds are spent.
5. After appropriate approval, orders can be made and funds released.

Please submit this form at least a week before funds need to be authorized. In emergencies, you may speak to the pastor or the finance committee directly. We thank you for your cooperation!

Name of Person Making Request \_\_\_\_\_ Phone \_\_\_\_\_

Date of Request \_\_\_\_\_

Amount of Request \_\_\_\_\_

Description of Requested Expenditure \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this item been budgeted for and/or otherwise approved by the church? \_\_\_\_\_

What budget category and line applies to this purchase? \_\_\_\_\_

Please issue check to \_\_\_\_\_ Or Charge to \_\_\_\_\_

Other details you feel would be helpful: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Office Use**

Pastor's Office \_\_\_\_\_ Finance Committee (If needed) \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

09/06