

# REQUISITION FORM

## BMWBC REQUISITION FORM

Requested by \_\_\_\_\_ Date Requested \_\_\_\_\_

Ministry/  
Committee \_\_\_\_\_ Budget Account No.\* \_\_\_\_\_

Purpose \_\_\_\_\_

Quantity	Description**	Unit Price	Amount
** Provide details of item requested Including vendor's information		Total Amount	\$

Make Check Payable to: \_\_\_\_\_

Approved by Ministry/Committee _____	Date _____
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\* See next page for the Church Budget Accounts and the Approvers

Approved by (total over \$2K) Finance Committee _____	Date _____
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# REQUISITION FORM

## Budget Accounts and Approvers

Stewardship			Worship Ministry		
Account No.	Account Description	Approver	Account No.	Account Description	Approver
54100	Church Cleaning	Stewardship	55020	Music Team Training	Worship
54110	Dumpster	Deacon	55010	Flower	Deacon
54120	Maintenance Supplies		55210	Music Ministry	
54130	Repair and Maintenance		55220	Instrument Tuning & Repair	
54140	Snow Removal				
54150	Landscaping		Fellowship / Caring		
54410	Equipment Rental		Account No.	Account Description	Approver
51040	Office IT		53010	Adult Ministry	Fellowship /
			53011	Sister and Elderly Ministry	Caring
			54010	Newcomer Welcome	Deacon
			54030	Social Concerns	
			54160	Lunch Service	
Administration			Evangelism / Spiritual Formation		
Account No.	Account Description	Approver	Account No.	Account Description	Approver
60300	Outside Speaker Honorarium	Pastor	55010	Evangelistic Meeting(s)	Evangelism
60400	Church Hospitality		55040	Revival Conference	Deacon
61400	Charitable Contributions		55020	EE	
51020	Office Supply		52060	Baptism	
57600	Public Relation		52030	Adult Sunday School	
57700	Outreach		52081	Library/ Book Store	
58000	Church Activities				
Children Ministry			Youth		
Account No.	Account Description	Approver	Account No.	Account Description	Approver
53051	Children's Teacher Training	Children	55120	Up-Reach (Worship)	Youth Pastor
52010	Children's Sunday School	Director /	52020	Down-Reach (Discipleship)	
55110	Children Worship	AWANA	53020	In-Reach (Fellowship)	
52050	AWANA	Commander	53052	Out-Reach	
52070	VBS				