

BMWBC REQUISITION FORM

Requested by		Date Requested		
Ministry/ Committee		Budget Account No.*		
Purpose				
Quantity	Description**		Unit Price	Amount
			Total Amount	\$
Make Check Payab	ole to:			
Approved by***:				
Print Name	Signature_		Date	

^{*} See next page for the Church Budget Accounts and the Approvers.

** Provide details of item requested, including vendor's information. Attach receipts.

*** Approver: please verify the Account No. before signing the form.



Budget Accounts and Approvers

Stewardship			Worship Ministry		
Account Description	Approver	Account No.	Account Description	Approver	
Church Cleaning	Stewardship	55020	Music Team Training	Worship	
Dumpster	Deacon	55010	Flower	Deacon	
Maintenance Supplies		55210	Music Ministry		
Repair and Maintenance		55220	Instrument Tuning & Repair]	
Snow Removal					
54150 Landscaping		Fellowship / Caring			
Equipment Rental		Account No.	Account Description	Approver	
Office IT	53010 Adult Ministry Fello		Fellowship ,		
		53011	Sister and Elderly Ministry	Caring	
Administration		54010	Newcomer Welcome	Deacon	
Account Description	Approver	54030	Social Concerns]	
Outside Speaker Honorarium	Pastor	54160	Lunch Service		
60400 Church Hospitality					
Charitable Contributions					
Office Supply		Evangelism / S	ngelism / Spiritual Formation		
Public Relation		Account No.	Account Description	Approver	
Outreach		56010	Evangelistic Meeting(s)	Evangelism Deacon	
Church Activities		56040	Revival Conference		
		56020	EE		
Children Ministry		52060	Baptism		
Account Description	Approver	52030	Adult Sunday School		
Children's Teacher Training	Children	52081	Library/ Book Store		
Children's Sunday School	Director /				
Children Worship	AWANA				
AWANA Commander		Youth			
		Account No.	Account Description	Approver	
		55120	Up-Reach (Worship)	Youth Pasto	
VBS		52020	Down-Reach (Discipleship)		
A	Ammunian	53020	In-Reach (Fellowship)		
Account Description	Approver	33020	ili-keacii (Fellowsilip)		
	Church Cleaning Dumpster Maintenance Supplies Repair and Maintenance Snow Removal Landscaping Equipment Rental Office IT On Account Description Outside Speaker Honorarium Church Hospitality Charitable Contributions Office Supply Public Relation Outreach Church Activities istry Account Description Children's Teacher Training Children's Sunday School Children Worship AWANA	Church Cleaning Dumpster Maintenance Supplies Repair and Maintenance Snow Removal Landscaping Equipment Rental Office IT On Account Description Outside Speaker Honorarium Church Hospitality Charitable Contributions Office Supply Public Relation Outreach Church Activities istry Account Description Approver Children's Teacher Training Children Worship AWANA AWANA Commander	Account Description Church Cleaning Dumpster Deacon Maintenance Supplies Repair and Maintenance Snow Removal Landscaping Equipment Rental Office IT Account Description Account Description Church Hospitality Charitable Contributions Office Supply Public Relation Outreach Church Activities Stry Account Description Approver Account No. Approver Evangelism / S Account No. S6010 Evangelism / S Account No. S6020 Stry Account Description Children's Teacher Training Children Worship AWANA AWANA Commander Account No. S5120 S5220 Account No. Account No. Account No. Account No. Approver Children Worship AWANA Commander Account No. S5120 S2020	Account Description Church Cleaning Dumpster Deacon Maintenance Supplies Repair and Maintenance Snow Removal Landscaping Equipment Rental Office IT Account Description Approver Account No. Account No. Account No. Fellowship / Caring Account No. Account No. Account Description Account No. Account Description Account No. Account Description Approver Account Description Office Supply Public Relation Outreach Church Activities Church Activities Account Description Approver Account Description Approver Account Description Approver Account No.	