

BMWBC REQUISITION FORM

Requested by _____ Date Requested _____

Ministry/
 Committee _____ Budget Account No.* _____

Purpose _____

Quantity	Description**	Unit Price	Amount
		Total Amount	\$

Make Check Payable 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 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 /
Administration			53011	Sister and Elderly Ministry	Caring
Account No.	Account Description	Approver	54010	Newcomer Welcome	Deacon
60300	Outside Speaker Honorarium	Pastor	54030	Social Concerns	
60400	Church Hospitality		54160	Lunch Service	
61400	Charitable Contributions				
51020	Office Supply		Evangelism / Spiritual Formation		
57600	Public Relation		Account No.	Account Description	Approver
57700	Outreach		56010	Evangelistic Meeting(s)	Evangelism
58000	Church Activities		56040	Revival Conference	Deacon
Children Ministry			56020	EE	
Account No.	Account Description	Approver	52060	Baptism	
53051	Children's Teacher Training	Children	52030	Adult Sunday School	
52010	Children's Sunday School	Director /	52081	Library/ Book Store	
55110	Children Worship	AWANA			
52050	AWANA	Commander			
VBS			Youth		
Account No.	Account Description	Approver	Account No.	Account Description	Approver
52070	VBS	VBS Director	55120	Up-Reach (Worship)	Youth Pastor
			52020	Down-Reach (Discipleship)	
			53020	In-Reach (Fellowship)	
			53052	Out-Reach	