

## FBCK Purchase Requisition Form

Please see the back side of this form for instructions.

<b>Date:</b>		<b>Date Needed By:</b>			
<b>Requested by:</b>					
<b>Purpose:</b>					
<b>Activity/Fund:</b> (Youth, Missions, Outreach, Sunday School) See back for a complete list	*If expense is not associated with any set aside fund listed on the back, write General Fund here. See instructions for General Fund purchases.	<b>Name of Approver for Fund (See Back):</b>			
Quantity	Description/Specifications	Ref code	Cost / Estimate	Remarks	
	**Prior approval by Sunday School Superintendent is required for all classroom literature purchases**				
<b>Purchase Method:</b> (Church Credit Card, Store Account or by reimbursement)					
<b>Approved By (Name):</b>		<b>Signature of person submitting this requisition:</b>			
<b>Approver's (Signature):</b>		<b>Treasurer Notation:</b>			

**FBCK Purchase Order Process**

**Set Aside Fund Requests:**

Some expenses may be authorized out of set aside funds by the designated approver for that fund. Any expenses from these funds that are outside of the regular monthly spending from the fund, are unusual or excessive compared to regular expenses, or that will exceed the current balance available in the fund, must be brought to the church for a vote prior to the purchase.

<b>SET ASIDE FUND NAME</b>	<b>DESIGNATED APPROVER</b>	<b>NAME(S) OF CURRENT APPROVER</b>
ABA/MABA Travel Fund	Treasurer and Trustees	Mike Duncan, JW Walker, Steve Moore, Jim Bowling
Church-Wide Activities Fund	Activities Committee Chairman	Steve Moore
A/V Improvement Fund	Bldg and Grounds Committee Chairman	JW Walker
Building and Property Maintenance Fund	Bldg and Grounds Committee Chairman	JW Walker
Building and Property Projects Fund	Bldg and Grounds Committee Chairman	JW Walker
Men's Fellowship Fund	Men's Fellowship Director	Pastor Mix
Missions Fund	Missions Committee Chairman	JW Walker
Outreach Fund	Outreach Committee Chairman	Pastor Mix
Youth Fund	Youth Directors	Steve Moore and Lisa Walker
Sunday School Literature Fund	Sunday School Superintendent	Steve Moore

In order to request an expenditure from one of the set-aside funds listed above, the following steps should be completed prior to the purchase:

1. Complete a PO Requisition Form
2. Submit completed PO Form to the designated approver for the fund
3. After obtaining approving signature and church vote if necessary, make the purchase by one of these means, also indicated on the PO Requisition Form:
  - i. Church Credit Card – Only the Pastor and Deacon may charge expenses to the church credit card
  - ii. Church Store Account – The church maintains accounts at certain stores/retailers, inquire with the Treasurer first
  - iii. Reimbursement – Make the purchase yourself and attach your receipt to the PO Form.
4. After completion of the purchase and receipt of any shipments for the purchase, submit your complete PO Form and the receipt for the purchase stapled together to the Treasurer.

**General Fund Requests:**

1. Complete a PO Requisition Form
2. For orders of supplies, materials, furniture, etc, provide completed form to Facilities Manager, Bro. Phil Helfenbein.
3. Facilities Manager will handle purchasing of all church consumable supplies for kitchen, bath and office.
4. Purchases in excess of \$50 that are not regular consumables for kitchen, bath or office, must be approved by a church vote prior to purchase.
5. Purchases under \$50 that are non-consumables must be approved by a church trustee.