



Purchase Request / Check Request Form

Date: _____

Check Request

Debit Purchase

Purchase Request ** pre-authorization required if expense will be over \$250**

Cash Advance

Mail

Hand Deliver

Payable to _____

Street Address _____

City _____ State _____ Zip Code _____

Invoice Number _____

Comments _____

Account Distribution

Account Number	Account Name	Item Purchased/Requested	Amount
		TOTAL	

Authorization

Requested by _____

Date _____

Approved by _____

Date _____

approval required for purchases over \$100

Finance Office Use Only

Form 1099 payee _____

W9 received _____

****1099 PAYEE CHECKS WILL NOT BE ISSUED UNTIL FORM W9 IS RECEIVED BY FINANCE OFFICE****

INSTRUCTIONS

- * All purchases over \$250 need to be authorized IN ADVANCE of purchase. All others need to be authorized before payment/reimbursement, see below for area authorizer.
- * All purchases over \$100 require authorizations as follows:

<u>Ministry Area</u>	<u>Authorizer</u>
Administration	Machelle Powell
Adult Discipleship	Lori Osbourn
Children's Ministry	Lori Osbourn
Payroll / Compensation	Machelle Powell
Facilities	Machelle Powell
Hospitality / Assimilation	Lori Osbourn
Kitchen	Machelle Powell
Leadership Council	Machelle Powell
Men's Ministry	Machelle Powell
Missions / Outreach	Brenda Sherer
Nursery	Machelle Powell
Office Expense	Machelle Powell
Prayer Team	Wayne Smith
Preschool	Machelle Powell
Stephen Ministry	Wayne Smith
Upward	Wayne Smith
Women's Ministry	Machelle Powell
Worship	Melanie Williams
Youth Ministry	Lori Osbourn

- * Expense reports and/or reimbursement must be authorized by Supervisor or Church Administration.
- * If the payment is to an individual who provided a service, then a completed W9 form must be on file or attached to the request before a check will be issued.