

KBBC MINISTRY PURCHASE REQUEST

Approval Required Before Purchases

Name: _____ Date: _____ Amount: \$ _____

Activity Description: _____

EDUCATION / PROMOTION			<i>Women's Retreats/Conferences</i>			<i>Yard</i>		
SUNDAY SCHOOL			Fall Retreat			Yard/Irrigation Equip. Maint./Equip		
Literature			Women of Faith (2 Schlrshp \$80 ea)			Fertilizer		
Vacation Bible School			Beth Moore (2 schlrshp \$40 ea)			Pest Control (bug control inside & outside)		
S. S. Workers' Training			MEN'S MINISTRY			Gas / Oil for Equipment		
New Equipment			SENIOR ADULT MINISTRY					
Worker Appreciation Banquet			TRANSPORTATION					
Outreach Support Material			RECREATION MINISTRY					
S.S./Church Leadership Meeting			Activities					
DISCIPLESHIP TRAINING			Upward Ministry					
Literature & Videos			Media Center (Library)					
Honorariums			MUSIC MINISTRY					
Promotion			<i>Literature & New Music</i>					
Family Emphasis			Adult Choir					
SS CENTRAL SUPPLIES			Orchestra					
PRESCHOOL MINISTRY			Graded Choir (children)					
Activities			Youth Choir					
Fellowships			Senior Adult Choir					
Nursery Supplies & Refreshments			<i>Music Supplies</i>					
Preschool Team Kid Literature & Supplies			Choral					
CHILDREN'S MINISTRY			Orchestra					
Activities/Fellowships			Music Library					
Children's Worship			Graded Choir (children)					
Children's Team Kids Literature & supplies			Miscellaneous					
<i>Girls in Action - GA's</i>			<i>Instrument Maintenance</i>					
Literature→		Snacks→	Orchestra Instruments					
Activities→		Awards→	Organ and Pianos					
Missions→		Supplies→	New Instruments					
Mini Camps→		Other→	Copyright Fees					
Missions Friends			Choral Club					
<i>Royal Ambassadors</i>			Robe Care					
Literature & Supplies			Music Ministry Fellowships					
Camps, Trips, & Activities			Youth fundraisers					
Harvest Festival			Worship Resources					
WinShape Camps			AUDIO/VISUAL MINISTRY					
Wacky Wednesday			Sound Equipment					
YOUTH MINISTRY			<i>Audio/Visual Reproduction</i>					
Evangelism			CD Media					
Fellowship			DVD Media					
Discipleship			Video Equipment					
Special Ministry			STAFF LIBRARIES					
Training/Supplies			Senior Pastor					
Fundraiser			Executive Pastor					
COLLEGE & CAREER MINISTRY			Minister of Music					
Missions			Minister of Youth					
Fellowship/Group Development			Minister of Education					
Conference / Retreat			CONVENTION & CONFERENCE					
Special Events			PROPERTY & UP-KEEP					
SINGLES MINISTRY			<i>Janitorial Supplies</i>					
Special Events			Paper Goods					
Christmas Party			Cleaning Supplies					
Fall & Spring Retreats			Floor Maintenance					
Fall Singles Event			General Maintenance					
WOMEN'S MINISTRY			Light Bulbs/ Ballasts					
Women's Mission Project/Events			<i>Property Maintenance</i>					
<i>Support and Outreach</i>			Roofing					
Mom's Encouraging Mom's			Flag Repair / Maint.					
Prayer Quilt Ministry			Unscheduled Maintenance					
Women's Miscellaneous			AC Repairs					
<i>Women's Special Events</i>								
Fall Kick Off →		Spring Event→						
Winter Event→		Spring Event→						

Select Method of Payment: (Circle all that apply) *If more than 1 receipt for purchases, make a copy of requisition for each receipt.*

Publix CC ❖ VISA ❖ Invoice Later ❖ Pre-Payment Required, Date Needed? _____

Pre-Payments: Make Check Payable to: _____

Signature of Person Requesting Funds: _____

Requisition Approved By: _____ Date _____

Designated Funds:

Account: _____

Check # _____ Date Pd _____

