



FREDONIA

Baptist Church

BUDGET EXPENDITURE REQUEST FORM

Please check (X) the budget line item for your expense below in section 1, complete section 2 providing details about the purchase, obtain the required signatures from the person or committee **PRIOR** to making your purchase in Section 3 and mark the method of payment in Section 4. If purchase requires the church credit card or a check issued by the church, please present completed form to David Carter to obtain means for payment.

SECTION 1:

- | | | |
|---|--|---|
| <input type="checkbox"/> Literature (R Byrd/D Bishop) | <input type="checkbox"/> Music (Brandi Reid) | <input type="checkbox"/> Nursery (Rhonda Carter) |
| <input type="checkbox"/> Vacation Bible School (Rose Weeden) | <input type="checkbox"/> Decorating/Flowers(Committee) | <input type="checkbox"/> Christmas Baskets (L Randle) |
| <input type="checkbox"/> Children's Activities (Children's Committee) | <input type="checkbox"/> Centri-Kids (J High/D Richey) | <input type="checkbox"/> Children's Camp (Committee) |
| <input type="checkbox"/> Convention Expense (Br. Chris) | <input type="checkbox"/> Homecoming (Committee) | <input type="checkbox"/> Sixty Plus (Group Leader) |
| <input type="checkbox"/> Mission Groups (D Richey/L Randle) | <input type="checkbox"/> Office Supplies (Br. Chris Madison) | <input type="checkbox"/> Special Events (Deacons) |
| <input type="checkbox"/> Youth Activities (Youth Committee) | <input type="checkbox"/> Bldg. Repairs & Maint (B&G Committee) | <input type="checkbox"/> Kitchen Supplies (Jeff High) |
| <input type="checkbox"/> Vehicle Repairs (Van Committee) | <input type="checkbox"/> Miscellaneous (Finance Committee) | <input type="checkbox"/> Cleaning Supplies (D Richey) |

SECTION 2:

Date of Request: _____ Person Making Request: _____

Description and purpose of Items you are requesting to purchase:

_____ Vendor/Name of Company: _____

Estimated amount of purchase: \$ _____ Signature: _____

SECTION 3:

Please give this request to the committee or person listed above in section 1 for signatures/approval.

APPROVAL SECTION: To be completed by the committee/individual listed above in section 1.

I (We) agree that the budget/funds are available to approve this purchase. Committee purchases require (2) signatures.

_____ Date _____

_____ Date _____

(Signature of second committee member- for committees only)

Please attach your receipt to this approved form and turn in to David Carter, financial secretary.

SECTION 4: METHOD OF PAYMENT

- Church Credit Card
- Church Wal- Mart/SAMS Card
- In Store Charge Account
- Check from Church
- Personal Reimbursement