ZION MISSIONARY BAPTIST CHURCH

REQUISITION

REQUESTS WILL BE PROCESSED TWICE A MONTH, ON THE 1ST AND THE 15TH.
IF THE 1ST OR 15TH FALLS ON THE WEEKEND OR A HOLIDAY, THE PROCESSING DATE WILL BE THE NEXT BUSINESS DAY.

SUGGESTED VENDOR OR PAY TO NAME:

PAYEE STREET ADDRESS:

CITY: **STATE:** **ZIP:**

Quantity	Description Or Purpose	Cost	Account Code
	TOTAL		

NOTES / COMMENTS:

REQUISITIONED BY:

PHONE NUMBER:

DATE REQUESTED:

DATE NEEDED:

MINISTRY CODE: (CHECK ONE)

- ☐ 50 PASTOR
- ☐ 52 DEACONS
- ☐ 53 MOTHERS
- ☐ 54 FINANCE
- ☐ 55 TRUSTEES
- ☐ 56 MISSIONS
- ☐ 57 EDUCATION
- ☐ 58 SERVICE
- ☐ 59 MUSIC
- ☐ 5A YOUTH
- ☐ 5B LAYMEN
- ☐ 5C WOMEN
- ☐ 5D RECREATION
- ☐ 5E OPERATIONS
- ☐ 5F BUSINESS ADMINISTRATOR
- ☐ 5G NON-BUDGET FUND
- ☐ 5H DEACONESS
- ☐ 5P PAYROLL
- ☐ 5R RETREATS
- ☐ 5S NEW BUILDING
- ☐ CAPITAL EXPENSE
- ☐ OTHER _____

IS ITEM BUDGETED IN MINISTERIAL PLAN?

☐ Yes, Please Sign

☐ No, Complete amendment proposal

SIGNATURE OF APPROVING DIRECTOR

_____ _____

CHECK ONE: ☐MAIL TO PAYEE ☐ DIRECTOR'S BOX

COMPLETED BY TREASURER

CHECK NUMBER	CHECK DATE	AMOUNT OF INVOICE	INVOICE NUMBER	INITIALS	ENTERED BY

Director Retain Copy <u>Prior To</u> Submitting To Requisition Mailbox (REVISED 8/2001)