

Finance Requests



Purchase Order # Request

How will this purchase be paid?

- Vendor Invoice**
- Store Card**
- AmEx**

Disbursement Request

- Check**
 - Vendor Payment**
 - Reimbursement**
- Petty Cash (\$40 max)**

Request Date:	Date Needed:	Vendor/Payee: Zones	
Ministry Dept/Budget:	<input type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted	Campus/Congregation:	
DESCRIPTION of Items/Services Purchased:		Ministry PURPOSE of Items/Services Purchased:	Cost:
Microsoft Office license(s) for			\$83 x ____
__ Windows Computer			computers
__ Mac Computer			
(\$83 per computer)			
Requested By:			Total: \$

- Mail check to vendor Return check to _____
- Include attached documentation with check

Approval		
Must be signed by the Sr Leader(s) of the Ministry Dept(s) being charged		
Ministry Leader:		Date:
Printed Name:	Signature:	
Senior Leader/Lead Pastor:		Date:
Printed Name:	Signature:	
Printed Name:	Signature:	
Executive Leader (if required):		Date:

FOR FINANCE DEPARTMENT USE ONLY

HR Approval:	Date:

W9	<input type="checkbox"/> On File
	<input type="checkbox"/> In Process
	<input type="checkbox"/> Required

Coding	
Account #	
Job #	
Class #	

Petty Cash	
Amount Disbursed	\$
Amount Returned	\$
Amount Spent	\$

PO/Petty Cash #