

First Southern Baptist Church Of Avondale

Purchase Order Request

Submit to Office Manager

Note: We want to be good managers of the funds the Lord has given us. Therefore, we have adopted several requirements that must be met before church funds can be spent. We do not mean to be burdensome, but we do desire to spend according to church priorities and needs. Please help us by submitting this request *before* assuming that the funds can be spent.

1. We must have budgeted or church approved funds for the expenditure.
2. We must live within the guidelines of the budget or church approval.
3. Funds must be available in the appropriate account at the time of the expenditure.
4. Appropriate advance approval must be given before funds are spent.
5. After appropriate approval, orders can be made and funds released.

Please submit this form at least a week before funds need to be authorized. In emergencies, you may speak to the pastor or the finance committee directly. We thank you for your cooperation!

Name of Person Making Request _____ Phone _____

Date of Request _____

Amount of Request _____

Description of Requested Expenditure _____

Has this item been budgeted for and/or otherwise approved by the church? _____

What budget category and line applies to this purchase? _____

Please issue check to _____ Or Charge to _____

Other details you feel would be helpful: _____

Office Use

Pastor's Office _____ Finance Committee (If needed) _____ Purchase Order # _____

Notes: _____

09/06