**Bethany Chapel Missionary Baptist Church**

**Requisition and Ministries Disbursements**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Purchase: US Bank \_\_\_\_\_\_\_\_\_\_\_ Walmart \_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement Needed: (yes) \_\_\_\_\_\_\_\_ (No) \_\_\_\_\_\_\_\_

 Date check needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Cost of Purchase: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Check written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note a receipt is required with all purchases and reimbursements**

Description/Purpose:

**MINISTRIES TO BE CHARGED**

Office Supplies $\_\_\_\_\_\_\_\_\_\_\_\_\_ Janitorial Supplies $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Audio/Visual $ \_\_\_\_\_\_\_\_\_\_\_

Sunday School $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Vacation Bible School $ \_\_\_\_\_\_\_\_\_\_\_ Bible Study $ \_\_\_\_\_\_\_\_\_\_\_\_

Mission $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Helping Hand $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Culinary $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ushers $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Music $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Grounds $ \_\_\_\_\_\_\_\_\_\_ Communion Supplies $ \_\_\_\_\_\_\_\_\_\_\_ Equipment $\_\_\_\_\_\_\_\_\_\_\_\_

Benevolence $\_\_\_\_\_\_\_\_\_\_\_\_\_ Van Maintenance $\_\_\_\_\_\_\_\_\_\_\_\_\_

Gift/Donation $\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (Specify) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_