

**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: _____