



Forks of Elkhorn Baptist Church

Request for Payment

Payable to: _____

Address: _____

Amount: _____

For: _____

Receipt attached yes no

Authorization required yes no

Approved yes no

Budget Designated

Signature

Committee/Team/Group

Date

Approved Church purchase guidelines:

\$1.00-\$50.00 No prior approval required

\$51.00-\$250.00 **Prior** approval and signature required from Department Head

\$251.00 and Greater **Prior** approval required from the Finance Committee

All Unbudgeted Expenditures are required to be approved by the Finance Committee **PRIOR TO PURCHASE**

Unbudgeted Expenditure over \$1,000 is required to be approved the Church at the regular business meeting **PRIOR TO PURCHASE**.