

Trinity Evangelical Church

REQUISITION FORM

Staple receipts to the back. Summarize purchases, one receipt per line. Provide a brief explanation. Head of department must also sign. Allow 2 weeks to process. Department codes are on the back. If expenses involve multiple departments: 1) Fill out separate form for each department; 2) paperclip forms together; 3) attach cover sheet with total amount.

Make check payable to _____ **Department** _____

		Amount
1	Purchased from _____ ----- Reason _____	\$ _____
2	Purchased from _____ ----- Reason _____	_____
3	Purchased from _____ ----- Reason _____	_____
4	Purchased from _____ ----- Reason _____	_____
5	Purchased from _____ ----- Reason _____	_____
6	Purchased from _____ ----- Reason _____	_____

Date _____

\$

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Your Signature (purchaser) _____

Second Signature (for approval) _____

Special instructions or notes: _____

2007 DEPARTMENT CODES

Salaries

101	Secretary
102	Custodian
103	Youth Pastor
104	Youth Pastor Continued Education
105	Youth Pastor Professional Expenses
106	Youth Pastor Medical Reimbursement
107	Senior Pastor
108	Senior Pastor Professional Expenses
109	Senior Pastor Medical Reimbursement
110	Senior Pastor Pension
111	Medical Insurance
112	Medical Savings Account
113	Workman's Compensation
114	Social Security / Federal taxes
115	Assistant Pastor
116	Assistant Pastor Professional Expenses

Building

201	Rent
202	Insurance
203	Maintenance / Improvements
204	Capital Expenses
205	Janitorial Supplies
206	Electric
207	Gas
208	Water
209	Building Fund
210	Mortgage
211	Renovation

Ministry / Outreach

301	Missions
302	Benevolence
303	ProLife / Social Activism
304	Youth Scholarships / Grants
305	Special Needs

Departments

401	Flowers & Showers
402	Children
403	Activities / Fellowship
404	Nursery
405	Audio-Visual
406	Worship / Music
407	Youth
408	Special Needs

Church Office

501	Computer Supplies, Software, Upgrades
502	Office Supplies, Postage
503	Outside Printing
504	Copier Maintenance
505	Legal Fees / Deposit Box
506	Phone
507	Internet Service

Miscellaneous

601	Gifts
602	Special Speakers
603	Pastor's Discretionary Fund
604	Library / Study Aids
605	Capital Expenses
606	Miscellaneous