

## NEW PROVIDENCE BAPTIST CHURCH REQUISITION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REQUEST DATE

For the disbursement of any and all Church funds through the Church Treasury, a requisition form will be required. This form needs to be completed in full and signed by the requesting auxiliary or authorized person(s). Upon completion, this form should be given to a ***Budget & Finance (B & F) Committee*** member for approval. Pex Card use is limited to Budget Funds, and all receipts must be turned in with Requisition Form.

All requisitions should be submitted at least one week prior to the request date. Church funds will be disbursed by check and will require matching receipt(s) and/or Social Security information (Form W-9) on individuals. ***If payments are for services, please include service provider and detail information.***

Name of Auxiliary or Requestor: \_\_\_\_\_

Detail Explanation of Funds: \_\_\_\_\_

Are these funds designated in your budget? (Circle one)                      Yes      No

Amount of funds requested:    \$    \_\_\_\_\_

*Service Provider:* \_\_\_\_\_      *Services Detail:* \_\_\_\_\_

| CHECK(S) MADE PAYABLE TO: | AMOUNT | CHECK NO. |
|---------------------------|--------|-----------|
|                           |        |           |
|                           |        |           |
|                           |        |           |

| PEX CARD LAST FOUR DIGIT: | AMOUNT | RECEIPTS ATTACHED |
|---------------------------|--------|-------------------|
|                           |        |                   |

X \_\_\_\_\_  
Requestor Signature

X \_\_\_\_\_  
Chairperson Signature

**Note:** Attach receipts to the form. If funds are returned after spending, please indicate the amount: \_\_\_\_\_

\_\_\_\_\_  
**DO NOT WRITE BELOW THIS LINE**

**Budget Charge Code:** \_\_\_\_\_  
**Reference Budget Codes (Below or on Back of Form)**

x \_\_\_\_\_  
**Approved By - B & F Committee**

**Not Approved - Reason:** \_\_\_\_\_  
Chairpersons of the auxiliaries and committees may request funds from the budget up to the amount approved by New Providence Baptist Church operating budget. *In the event that funding is not available to the requestor or requesting committee, the Budget & Finance Committee, the Trustee Board, the Deacon Board, and/or the Church body will direct the Treasurer in the appropriate actions to be taken.*

## New Providence Baptist Church Budget Codes

|                            |   |                            |  |
|----------------------------|---|----------------------------|--|
| <b>Administration</b>      | 507 · Media Expenses<br>516 · Bank Service Charges<br>545 · Insurance<br>562 · Copier Supplies<br>563 · Office & Financial Supplies<br>568 · Postage & Express Mail<br>578 · Printing and Reproduction<br>592 · Telephone Expense<br>593 · Internet Expense | <b>Personnel</b>           | 501 · Salaries & Wages<br>502 · FICA Allowance<br>544 · Housing Allowance  |
| <b>Auxiliaries Expense</b> | 598 · Auxiliaries   | <b>Property Management</b> | 511 · Automobile Expense<br>571 · Miscellaneous Equipment<br>574 · Building Maint. & Supplies<br>575 · Ground Maint. & Supplies<br>596 · Utilities Expense   |
| <b>Building</b>            | 538 · Worship Service Supplies<br>540 · Kitchen Supplies  | <b>Staff Benefits</b>      | 547 · Insurance - Life, Health & Dental<br>565 · Employee Benefits<br>566 · Pastor's Expense<br>567 · Pastor Pension   |
| <b>Christian Education</b> | 581 · Materials & Supplies<br>582 · Vacation Bible School   | <b>Staff Expenses</b>      | 594 · Staff Travel Expense   |
| <b>Contract Services</b>   | 524 · Janitorial Expense<br>525 · Lawn Care Expense<br>541 · Guest Minister Honorarium<br>595 · Travel, Meal & Lodging<br>564 · Lease Services  | <b>Sunday School</b>       | 579 · S/School - Materials & Supplies<br>580 · Misc Sunday School Expense  |
| <b>General Expense</b>     | 558 · Mission Expense<br>577 · Convention/Associations Fees<br>599 · Homecoming Expense<br>- Golf Tournament  | <b>Miscellaneous</b>       | 517 · Books, Tapes & Publications<br>536 · Dues & Subscriptions<br>551.1 · Mortgage Interest Expense<br>559 · Needy Families & Benevolences<br>570 · Professional Fees<br>590 · Church Travel<br>597 · Miscellaneous |