

First Baptist Church

Inter-office Forms

Funds Request Form

Requesting (Mark as applicable)

Date: 10/29/2012

Use Form as a (Mark one)

Budget Funds

Purchase Order # _____

Designated Funds

Check Request (See Instructions)

Fund Amount - Amount Spent - Amount Committed - = Amount Available
\$0.00

Date Action
Required:

Date to be
Purchased:

Date to be
Paid:

Comments:

Account #	Account Description	Qty	Description of Purchase	Amount
				\$0.00
				\$0.00
			Total:	\$0.00
			Not to Exceed:	\$0.00

Payable to: Address: City: State: Requested by:	(For Office Use Only) Received _____ Due _____ PO # _____ Date Pd _____ Ck # _____
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Funds Request Authorization Signature Section	
Committee Chairperson	Staff

Stewardship Committee Action Section		
Approved <input type="checkbox"/>	More information required <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Signature: _____	Date: _____	
Comments: _____		

white - file copy, blue- invoice copy, goldenrod - initiator copy