

NEW CITY FELLOWSHIP REQUISITION FORM

Revised January 2012

Requested by:	Date:	<i>For Office Use Only</i>
Payable to:	Authorize Credit Card use? Y N	Check #
Phone:	Pay Vendor? Y N	Check Date
Address:	Reimburse Me? Y N	Amount:

MAINTENANCE & SUPPLIES	BS01	MISSIONS	CM01	COMMUNITY PROJECTS	M01
COPIERS	BS02	OFFICE	CS01	COMMUNITY RELIEF	M01
INSURANCE:CHURCH LIABILTY	BS03	LIBRARY	CS02	CHURCH FAMILY	M03
ELECTRICITY	BS04	SOUND/VIDEO	CS03	DEVELOPMNTAL MERCY	M04
GAS	BS05	MUSIC	CS04	HOMELSS SHLTR MEAL	M05
WATER	BS06	WORSHIP	CS05	OPEN HAND OF F'BURG	M06
PHONES / INTERNET	BS07	SPANISH MINISTRY	CS06	REBUILDING TOGETHER	M07
SNOW REMOVAL	BS08	STAFF TRAINING	CS07		
CONSUMABLES: KITCHEN	BS09	WEBSITE HOSTING/WEBMSTR	CS08	MINISTERIAL EXPENSES	ME0
VIDEO SYSTEM SUPPORT	BS10	ONLINE / Virtual Subscriptions	CS11	PASTORAL BOOKS	ME0
CHURCH VAN	BS11	BIBLE CLUBS/YOUTH EVENT	E01	SEMINARY TRAINING	ME0
CUSTODIAN	BS12	EVANGELISM	E02	COLLEGE MINISTRY	N01
GROUNDSKEEPER	BS13	COMMUNITY EVENTS	E03	COLLEGE MINISTRY	N01
LONG TERM CAPITAL SAVINGS	BS14	COMMUNITY EVENTS	E03	COLLEGE MINISTRY	N01
ALARM SYSTEM	BS15	COMMUNITY EVENTS	E03	YOUTH MINISTRY	N02
SAFETY & HEALTH	BS16	FELLOWSHIP EVENTS	F01	SPEAKERS	N03
ADULT EDUCATION	CE01	VISITOR LUNCH	F02		
CHILDREN'S SUNDAY SCHOOL	CE02	INQUIRERS' CLASS	F02	CARE GROUPS	N06
NURSERY	CE03	GIFTS / RECOGNITION	F03	WOMEN'S BIBLE STUDY	N07
CHILD'S SAFETY	CE04	COMFORT& /CARE	F04	CARE GROUPS	N06
JR/SR HIGH SCHOOL Education	CE05				
SPECIAL EVENTS Education	CE06				
CHILDREN'S WORSHIP	CE07				
VBS	CE08				

Choose from the account codes above and complete below:

Acct. Code	Explain in detail the reason for purchase.	Amount
XXXXXXXXX	TOTAL EXPENSES to be reimbursed =	

**ATTACH RECEIPTS,
INVOICES AND/OR
STATEMENTS FOR
PAYMENTS. PLACE IN
PATRICIA MITCHELL'S BOX
OUTSIDE HER DOOR IN MAIN
OFFICE.**



REVIEWED BY: P. MITCHELL

MINISTRY HEAD AUTHORIZATION (signature)

DEACON/PASTOR AUTHORIZATION (signature)