

Altamahaw Baptist Church

3445 ALTAMAHAW CHURCH STREET
ELON, NC 27244

DR. STEVE TUCKER
PASTOR

CHURCH PHONE:
(336) 584-1242

REQUISITION

REQUEST FOR PURCHASES OVER \$500.00

COMMITTEE MAKING REQUEST: _____ DATE: _____

WHY / DESCRIPTION / WHEN DO THEY NEED PAYMENT? / IF WE CANNOT MAKE PAYMENT NOW - WHEN CAN WE?

*MAKE CHECK PAYABLE TO: _____
(IF APPROVED)

TOTAL AMOUNT: \$ _____ ACCOUNT # _____

SEE REVERSE SIDE FOR #

*IF APPROVED, RECEIPTS AND SIGNATURES ARE REQUIRED.

SIGNATURE: _____ SIGNATURE: _____

COMMITTEE CHAIRMAN

REQUESTOR

BUDGET \$ _____	CURRENT \$ _____	YTD EXPENSES \$ _____	REMAINING \$ _____
	TOTAL \$ _____		

NOT IN BUDGET? _____

FINANCE COMMITTEE'S APPROVAL _____ DATE _____

DEACONS' APPROVAL _____ DATE _____

COPY TO COMMITTEE

COPY TO FINANCE COMMITTEE

COPY TO DEACONS

DO NOT WRITE IN SPACES BELOW:

DATE: _____	ACCOUNT #: _____
CHECK # _____	AMOUNT \$ _____

MAINT & REPAIRS- CHURCH	5540	SS Offering Envelopes	5639
Repairs /Church Bldgs	5550	Speakers	5640
Plumbing / Church	5551	Pastor Recognition	5641
Heating & Air / Church	5552	Conventions	5642
Ch Maint & Repairs	5553	Youth Conferences	5643
Repairs / Fellowship Hall	5554	Travel & Hotel Exp.Gas	5644
Ch Septic System Repairs	5555	Times-News Subscription	5645
Heating & Air / FH	5556	Meals & Food	5646
MAINT & REPAIRS - PAR	5560	Spec Repts / Search Comm	5647
Plumbing / Parsonage	5561	Advertising	5648
Heating & Air Parsonage	5562	Playground Signs	5649
Waterproofing - Parsonage	5563	Vacation Bible School	5650
Main & Repair - Parsonage	5564	Church Furniture	5651
Yth Hs Main & Rep / Expen	5567	Flowers / Memorials	5652
MISC. UPKEEP	5569	Bank Chgs/Fees	5653
Supplies / paper products	5570	Tapes & Sound Equip.	5654
Grounds Beautification	5580	Day Care/ Water Tests	5655
Lawn and Grounds	5581	Appliances	5656
Trash Pick Up - Church	5585	Children's Camp	5657
Pest Control	5590	Nursery	5658
Janitorial Supplies/clean	5595	Puppet Ministry	5659
		Youth	5660
		Youth Camp	5661
VEHICLE UPKEEP & MISC.	5610	Singles	5662
Vehicle Rental	5611	Baptismal Bibles & Gifts	5663
Wash Vehicles	5612	Deacons' Ordination	5664
Tags & License	5613	Graduate Gifts	5665
Gasoline	5614	Senior Citizens	5666
Vehicle Repairs & Serv	5615	Young Adults Ministry	5667
Vehicle Insurance	5616	Children's Chapel	5668
OFFICE EXPENSES	5620	Communion Services	5669
Office Expense	5622	Deacons' Ministry	5670
Postage	5624	Workbooks & Expenses	5701
Copier Lease & Supplies	5626	Homecoming	5702
GENERAL EXPENSES	5630	Children's Ch-Ages 6-12	5703
Sun Sch promo-recognition	5631	Christmas	5704
Literature, SS Class Book	5632	Fall Festival	5706
Ch Res/Home Life/Bulletin.	5633	Memory Tree Angels	5707
Evangelism	5634	ChurchWide Social	5708
Discipleship Training	5635	ChurchWide Recreation	5709
New Members' Class	5636	Ch Mutual-Repair Organ	5710
Pastor's Class	5637	Repair Organ	5711
Revivals	5638	Payments /Personal, etc.	5712
		Easter Drive Thru	5713
		Bldg Fund Expenditures	5714
Music / Video License Fee	5727	Stew	5715
GuideStone Refund/Adj	5728	Singers	5716
Day Care / Tax Refunds	5729	Op Christmas Child Boxes	5717
Children's Ministries	5730	DC-Mulch/Playground	5722
Roof - breezeway repairs	5731	Baby Dedication	5724
MUSIC MINISTRY	5800	4th of July Celebration	5725
Children's Music	5802	Visitors' cards	5726
Youth Music	5804		
Choir 2/26/2006	5806	Women in Ministry	5906
Praise & Worship Team	5807	Men in Ministry	5908