



# Agape Fellowship

## Purchase Request Form

Date\_\_\_\_\_

### Purchase Details

Your Name: \_\_\_\_\_

Ministry for whom you are making a request: (See Back) \_\_\_\_\_

Activity for which funds are needed: \_\_\_\_\_

Date by which the funds are needed: \_\_\_\_\_

Will you need a ☐ Reimbursement or ☐ Other \_\_\_\_\_

### Purchase Permissions

I have permission from my ministry head to spend these funds. Yes ☐ No ☐

My ministry head's name is: \_\_\_\_\_

The funds should be deducted from which budgeted item: (See Back) \_\_\_\_\_

### Amounts

Item to be Purchased	From Which Company	Estimated Amounts

Total \$\_\_\_\_\_

### (Office Use Only)

Purchase Order #: \_\_\_\_\_

Funds Verified By: \_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

Date Payment is due: \_\_\_/\_\_\_/\_\_\_

Date paid: \_\_\_/\_\_\_/\_\_\_

Actual Amount: \$\_\_\_\_\_

Check #: \_\_\_\_\_

## **Ministry Categories**

<b>420</b>	Internet & Web page	Dale Rintelman
<b>450</b>	Office Equipment	Dale Rintelman
<b>452</b>	Copier Expenses	Dale Rintelman
<b>454</b>	Office Supplies	Ginny Forestal
<b>460</b>	Telephones & Communications	Dale Rintelman
<b>520</b>	Children Ministry	Karen Mello
<b>530</b>	Church Library	Deb Herlocher
<b>550</b>	Youth Ministry	Dale Rintelman, Hollie Hill Tim Mello, Nicole Basiago
<b>560</b>	Food Ministry	Lynette Trick
<b>570</b>	Music/Sanctuary	Holger Schult
<b>580</b>	Care Ministry	Reba Coup
<b>590</b>	Deacons	Reba Coup
<b>610</b>	Special Speakers	Dale Rintelman
<b>620</b>	Fellowship Events	Janenne Goliash
<b>670</b>	Decorating	Birgit Schult
<b>690</b>	Ministry Miscellaneous	Mary Kolb
<b>810</b>	Facility, Repairs and Maintenance	Mary Kolb
<b>820</b>	Utilities	Aaron Kolb
<b>830</b>	Custodial	Ginny Forestal
<b>930</b>	Internal Improvements	Aaron Kolb
<b>950</b>	Designated Capital Expenditures	Aaron Kolb