

# PURCHASE ORDER REQUISITION

BRIGHTMOOR CHRISTIAN CHURCH

OFFICE USE ONLY

POR must be completed & signed **prior** to purchase.

**\*REQUEST DEADLINE: MONDAY @ 4:30pm\***

Checks are distributed each Thursday/Friday.

**\*\*FAILURE TO FILL OUT FORM COMPLETELY/PROPERLY  
MAY RESULT IN DELAY IN PAYMENT.\*\***

**Copy Needed**

C/A A/P P/P G9

REQUESTED BY (PLEASE PRINT NAME)

DATE

## PURPOSE

☐ **CHECK REQUEST** (Please attach: invoice/packing slip OR original receipts)

☐ **PETTY CASH REIMBURSEMENT** (Please attach: original receipts)

☐ **CREDIT CARD PURCHASE** (Must be pre-approved by dept. head)

☐ **FUND TRANSFER** (\*Please fill out info below)

**FISCAL YEAR** ☐ 18/19 ☐ 19/20 ☐ 20/21 ☐ 21/22

☐ **ATTACH PAPERWORK/CONTRACT**

## DEPARTMENT

- |   |   |  |  |   |   |
|---|---|--|--|---|---|
| <input type="checkbox"/> 100 General Fund | <input type="checkbox"/> 104 Girls Ministry | <input type="checkbox"/> 105 Royal Rangers | <input type="checkbox"/> 106 Nursery       | <input type="checkbox"/> 108 Children       | <input type="checkbox"/> 110 Bldg/Grounds |
| <input type="checkbox"/> 115 Assimilation | <input type="checkbox"/> 116 Groups         | <input type="checkbox"/> 117 Church Event  | <input type="checkbox"/> 122 Creative Arts | <input type="checkbox"/> 202 Men            | <input type="checkbox"/> 203 Women        |
| <input type="checkbox"/> 210 Youth        | <input type="checkbox"/> 212 Senior Adult   | <input type="checkbox"/> 214 Single Adult  | <input type="checkbox"/> 216 Benevolence   | <input type="checkbox"/> 218 RFKC           | <input type="checkbox"/> 221 Married Life |
| <input type="checkbox"/> 224 Media        | <input type="checkbox"/> 230 Café           | <input type="checkbox"/> 260 Train Station | <input type="checkbox"/> 280 Missions      | <input type="checkbox"/> 285 Youth Missions | <input type="checkbox"/>                  |

QTY	DESCRIPTION	PROJ#	FUND#	DEPT#	ACCOUNT#	UNIT PRICE	TOTAL
*FUND TRANSFER:	Expense Funds <b>FROM</b> -						
*FUND TRANSFER:	Transfer Funds <b>INTO</b> -						

Check Payable To: \_\_\_\_\_ Phone# \_\_\_\_\_

OFFICE USE ONLY

☐ 1099

\$

Address: \_\_\_\_\_  
Street City State Zip Code

DATE CHECK NEEDED: \_\_\_\_\_ Give Check To: \_\_\_\_\_

☐ **MAIL CHECK**

(IF NO DESIGNATION GIVEN DEFAULT WILL BE TO MAIL)

OFFICE USE ONLY

☐ BUDGETED EXPENSE ☐ FUNDS DEPOSITED \$ \_\_\_\_\_  
AMOUNT DEPOSIT DATE

☐ APPROVED ☐ DENIED

DEPARTMENT HEAD

OVERSEEING PASTOR

SR PASTOR / ADMINISTRATOR

DATE

**100 - General**

60530 - Office Supplies  
60875 - Postage

**104 - Girls Ministry**

75420 - Lunches/Entertainment  
75605 - Department Supplies  
76100 - Teaching Materials/Resources

**105 - Royal Rangers**

75405 - Activity Exp  
75420 - Lunches/Entertainment  
75505 - Patrol Expenses  
75605 - Department Supplies  
76100 - Teaching Materials

**106 - KidsTown**

75000 - Teaching Materials  
75003 - Expenses/Supplies  
75004 - Missions

**108 - Children's Ministries**

75007 - Honorariums  
75010 - Special Speak.Exp  
75021 - Mission Gifts  
75105 - Special Projects  
75405 - Activity Exp  
75406 - Outreach Program  
75410 - Fundraiser Exp  
75420 - Lunches/Entertainment  
75505 - 345 Operating Exp  
75507 - KidZone K-2  
75605 - Chil Min - Supplies  
75800 - Children's Choir  
76100 - Teaching Materials

**115 - Assimilation**

75305 - Staff Training  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75905 - Other Expenses

**116 - Community Groups**

75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75905 - Other Expenses

**117 - Church Events**

75010 - Church Conferences/Seminar  
75020 - Church Fellowship Event  
75030 - Church Trip Exp  
75035 - Church Athletics  
75040 - Church Outreach Event  
75045 - Wed Bistro  
75050 - Other Church Event Exp

**122 - Creative Arts/Music/Tech**

75005 - Honorariums  
75010 - Special Speaker Exp  
75015 - Staff Training  
75105 - Special Events  
75405 - Activity Exp  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75800 - Tech.Supplies/Repairs  
75905 - Other Exp

**202 - Men's Ministries**

75005 - Honorariums  
75010 - Special Speaker Exp  
75021 - Mission Gifts  
75405 - Activity Exp  
75410 - Fundraiser Exp  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75800 - Widows Ministry  
75905 - Other Exp

**203 - Women's Ministries**

75005 - Honorariums  
75010 - Special Speaker Exp  
75021 - Mission Gifts  
75405 - Activity Exp  
75410 - Fundraiser Exp  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75905 - Other Expenses

**210 - Sr Youth**

75005 - Honorariums  
75010 - Special Speaker Exp  
75021 - Mission Gifts  
75405 - Activity Exp  
75406 - Outreach  
75407 - Retreat Exp  
75410 - Fundraiser Exp  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75700 - Teaching Materials  
75905 - Other Expenses

**212-Senior Adlt.Ministries**

75405 - PT Activity Exp  
75406 - PT Retreat Exp  
75407 - PT Operating / Supplies  
76505 - Segway Activity Exp  
76506 - Segway Retreat Exp  
76507 - Segway Operating/Supplies  
77605 - Midpoint Activity

**214 - Single Adlt Ministries**

75405 - YSA Activity Exp  
75406 - YSA Retreat Exp  
75505 - YSA Operating Exp  
75605 - YSA Supplies  
75905 - YSA Other Exp  
76505 - MSA Activity Exp  
76506 - MSA Retreat Exp  
76605 - MSA Other Exp

**216 - Benevolence**

75505 - Operating Exp  
75555 - Benevolence - Food Cert  
75560 - Benevolence - Other  
75605 - Supplies  
75700 - Teaching Materials  
75905 - Other Expenses

**218-Royal Family Kids Camp**

75005 - Honorariums  
75010 - Special Spk. Exp.  
75015 - Staff Training  
75021 - Missions Gifts  
75105 - Spec.Proj.(B'day Prty, etc)  
75405 - RFK Friends Club  
75410 - Fundraiser Exp  
75505 - Camp Operating Exp  
75605 - Supplies(Camp Supplies)  
75905 - Transportation

**221 - Married Adlt. Ministries**

75405 - YM Activity Exp  
75406 - YM Retreat Exp  
75420 - YM - Lunches/Entertainment  
75905 - YM - Other Exp  
76505 - MM Activity Exp  
76506 - MM Retreat Exp  
76605 - MM Other Exp

**224 - Media**

75505 - Operating Exp  
75605 - Supplies  
75905 - Other Exp

**230 - Café**

75015 - Staff Training  
75025 - Advertising/Printing  
75505 - Food Items/Exp  
75605 - Supplies  
75610 - Equip Service/Repair  
75620 - Licenses/Permits  
75630 - Comp/Network/Software/Supp  
75650 - Other Exp

**260 - Train Station**

75300 - Craft Supplies  
75320 - Consumable Bks  
75340 - Consumable Books (K-4)  
75360 - General Supplies  
75380 - Games/Toys/Manipulatives  
75500 - Advertising/Y.Pages  
75501 - Advertising Printing  
75502 - Advertising/Promo  
75503 - Appreciation  
75504 - Film & Pictures  
75505 - Graduation  
75510 - Office Supplies  
75515 - Permit Fees  
75520 - Postage  
75530 - Staff Training  
75540 - Staff Conferences  
75605 - Snacks  
75705 - Field Trip Exp  
75905 - Vehicle Exp

**280 - Missions**

75005 - Honorarium  
75010 - Speaker Exp  
75015 - Monthly Support  
75020 - Designated/Gifts  
75022 - One Time Missions Gift  
75025 - Missions Convention  
75105 - Special Projects  
75110 - Mission Trips  
75115 - Comm.Outreach Missions  
75420 - Lunches/Entertainment  
75505 - Operating Exp  
75605 - Supplies  
75905 - Other Expenses

**285 - Youth Missions**

75021 - Mission Gifts  
75110 - Mission Trips

**200/777 - Assets/Equip**

77202 - Men's Assets/Equip  
77203 - Women's Assets/Equip  
77210 - Youth Assets/Equip  
77214 - Sr/s Assets/Equip  
77216 - Pst. Care Assets/Equip  
77218 - RFKC Assets/Equip  
77224 - Media Min Assets/Equip  
77260 - TrnSta Assets/Equip  
77280 - Missions Assets/Equip  
77285 - Yth Miss Assets/Equip