



### Ministry Purchase/Check Request Form

Date \_\_\_\_\_, 20\_\_\_\_\_

Ministry: \_\_\_\_\_ Chairperson \_\_\_\_\_  
(All purchase orders must be submitted two weeks in advance)

Reason(s) for Purchase(s) (include Event and dates):

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Itemized Purchases and Amounts:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

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

Make check payable to: \_\_\_\_\_

If there is a Speaker, (s), please note the name and amount to make the check payable to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount \_\_\_\_\_  
Amount \_\_\_\_\_  
Amount \_\_\_\_\_

\_\_\_\_\_  
Ministry Chairperson Signature

**\*\*All Purchase Requests must be given to your assigned Ministry Trustee for Approval. Purchases made without the approval of the authorized Trustee or Church Treasurer Will Not be reimbursed.\*\***

\_\_\_\_\_  
**For Office Use Only:**

Check No: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_ Acct. # \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Trustee Signature:** \_\_\_\_\_

**Note: All Ministry Chairpersons are responsible for returning all receipts and unused money to the Church Treasurer. All items on the receipt should match the items that Star approved.** Rev. 3/24