



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):

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