



### Sixth Mount Zion Baptist Church Requisition Form

Ministry Leaders should use this form to request church funds. The completed form is to be signed by both the Ministry Leader and Ministry Group Leader. The Finance Ministry reviews requisitions on the First (1<sup>st</sup>) & Third (3<sup>rd</sup>) Tuesday of each month. Incomplete forms will be returned before being considered for approval. Once approved, checks will be processed within 3-5 business days. Ministry Leaders should not make purchases before completing this form and receiving a response from the Finance Ministry.

1. Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ *The date the form is filled out.*
2. Ministry: \_\_\_\_\_  
*This is the name of the Ministry or Activity that is submitting the Requisition for approval.*
3. Person Requesting Funds: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
*This is the name and telephone number of the person submitting the requisition.*
4. Position of Person Requesting Funds: \_\_\_\_\_  
*This is the position of the person submitting the requisition.*
5. Account # \_\_\_\_\_ Budgeted Amount \$ \_\_\_\_\_ YTD Spending \$ \_\_\_\_\_  
*This is the account number funds will be taken from (see back of sheet), total amount budgeted, and year to date spending.*
6. Were the requested funds included in this year's budget for your ministry?  Yes  No  
*Check Yes if all or part of the money is included or check No if the money is not included in the current year's budget.*
7. Describe items to be purchased or services to be rendered. *Be as detailed as possible. A completed W-9 form is required before checks are released to individuals and companies for services rendered.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List Unit Price: \$ \_\_\_\_\_ Quantity: \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_  
*The unit price is the cost for one item/service; how many will be purchased, and total dollar amount being requested.*
9. Request payment using:  Check  Church Credit Line *Choose whether check or credit is feasible.*
  - a. Please make Check Payable to: \_\_\_\_\_  
*This is the name of the company or person who will perform the service or whom you will purchase the item(s).*
  - b. Please charge to the following:  Visa  Lowe's  Cokesbury  Sam's Club
10. Date funds needed: \_\_\_\_\_ *(ASAP is not acceptable)*
11. Assigned Ministry Group:  Discipleship  Fellowship  Ministry  Stewardship  Worship  
*Choose which group the ministry/activity falls under according to the most recent Ministry Organization Chart.*
12. Requestor's Signature: \_\_\_\_\_  
*The person requesting funds should sign here.*
13. Group Leader's Signature: \_\_\_\_\_  
*The Ministry Group Leader should sign here.*

#### For Finance Ministry Use Only:

Date Request Reviewed by Finance Ministry: \_\_\_\_\_

Submitted form was  Complete  Incomplete

Request for Funds Approved

If Approved, Check#: \_\_\_\_\_

Request For Funds Not Approved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Finance Committee Chairperson (Please Print)

Finance Committee Chairperson Signature

## Frequently Used Account Numbers

6038a · KIND Birthday Fellowships	6073d · Mentor Cotillion Food	6091 · Pioneers Ministry
6039a · Visitation Ministry	6073f · Awards & Certificates	6095a · Diabetic Snacks
6039b · Sympathy Cards	6073g · Kick-Off Celebration	6095d · Pink Tea
6039c · Memorial Day Service	6073h · Facilitators	6095e · Business Expo
6039d · Flowers for Bereavement	6080a · New Members Fellowship	6096f · BGC Young Adult Conf
6081a · Week of Prayer for AIDS	6082c · Nursery Supplies	6098 · Children & Youth Ministry
6081c · Honoraria for Forum	6092a · Church School Curriculum	6098a · Youth Workers Conference
6122b · Deacons Ministry Training	6092b · Church School Supplies	6098b · High School Retreat
6123a · Good Friday Service	6092c · SMZ Cinema	6098c · Middle School Retreat
6123b · Deaconess Ministry	6092d · Subscriptions & Fees	6098d · Back to School Blast
6125a · Health Ministry Training	6092e · BGC Teacher Training	6098e · Harvest Fest
6125b · Health Ministry Supplies	6093a · VBS Curriculum	6101 · National Night Out
6127 · Elnora Branch Missionaries	6093b · VBS Food	6101a · Food for National Night Out
6134b · Sunshine Ministry Amenities	6093c · VBS Starter Kit	6101b · Nat'l Night Out Entertain
6134c · Name Badges	6143 · CCESD	6101c · Rentals for Nat'l Night Out
6134d · Pastor's Anniversary	6056d · Awards-Volunteer Luncheon	6121 · Couples Ministry
6345a · Graduate Student Intern-I	6174 · Offering Envelopes	6121b · Couples Spring Fling
6026 · Lott Carey Convention	6597 · Finance Ministry Supplies	6121c · Couples Workshop Seminar
6011 · American for Christ	6603 · Financial Audit	6076 · Ordained to Praise Children
6012 · United Missions Basic	6113 · SMZ Cafe'	6099 · Hands in Praise
6013 · One Great Hour of Sharing	6145E · Food Services Purchases	6130A · Music Ministry Supplies
6020 · Community Learning Wk	6094 · Visual Arts	6130C · Music Ministry Conventions
6021 · Shiloh Baptist Association	6124a · Flowers for Jasper Day	6130d · Music Ministry Workshop
6028 · N A A C P	6124b · Flowers for Easter	6130h · Music Ministry Materials
6030 · Catastrophic Events	6124c · Flowers for Homecoming	6130i · Equipment Maintenance
6032 · Baptist Ministers Conf	6133a · Senior Education Workshop	6131 · Mime Ministry
6035 · Meals on Wheels	6133b · Wealth, Debt Classes	6131a · Mime Workshop
6037 · Habitat for Humanities	6136a · Media Blank CDs & Cases	6131b · Mime Ministry Materials
6045 · School of Theology	6136b · Electric Panel Upgrade	6131c · Mime Educational Materials
6048 · Virginia Union University	6136c · Video Equipment	6139 · Executive Ushers Ministry
6052 · CARITAS	6136d · Sound Booth Modification	6139a · Dues for Ladies Aux Ushers
6053 · Cross Over Ministry	6141a · Books for Bookstore	6139b · Dues for Male Ushers
6054 · Elegba Folklore Society	6141b · Bookstore Supplies	6139c · Ushers Pins
6057 · Black History Museum	6197a · Safety Ministry Supplies	6139d · Ushers Training
6058 · Historic Jackson Ward	6071a · Spring Service Project	6139e · Ushers Anniversary
6066 · RISC	6295 · Project Luke 418	6106a · Speakers- Pastor's Vacation
6710 · Boaz & Ruth	6296 · Operation Outreach	6106b · Women's Day Speaker
6711 · VA Food Bank	6299 · Holistic Healing Conference	6106d · Usher's Anniversary
6715 · Sisters Network	6062b · Wii Tournament	6106f · Senior Adult Sunday
6716 · Madeline's House	6062c · Tribal Bowling Tournament	6110c · Speaker for Jasper Day
6717 · American Heart Association	6062d · Softball Tournament	6100a · Easter Sunday
6718 · Commonwealth Catholic	6062e · Football Tournament	6103a · Repast for A. W. Brown Day
6719 · FRIENDS Assoc. of Ric	6062f · Basketball Tournament	6812 · Jeanette Harris Scholarship
6720 · The Healing Place	6069 · Drama Ministry	6108a · Food for Homecoming
6721 · Offender Aid & Restoration	6069b · Easter Play	6108b · Homecoming Entertainment
6722 · The Daily Planet	6069c · Homecoming Play	6108c · Homecoming Challenge
6022 · Emergency Asst (Non)	6069d · Christmas Play	6110a · Jasper Awards
6025 · Emergency Asst (Members)	6069e · Drama Ministry Outreach	6110b · Food for Jasper Day
6031 · Friday Feeding	6069f · Drama Min Royalty Fees	6112 · Men's Weekend
6047a · Angel Tree	6069g · Drama Ministry Scripts	6114 · Pastor's Anniversary
6047b · Angel Food	6069h · Drama Ministry Costumes	6116a · Revival Speaker
6127c · Thanksgiving Baskets	6069i · Drama Ministry Props	6116b · Revivalist Hotel
6502 · Gilpin Jackson	6075a · Girl Scout Registration Fees	6116c · Revivalist Expenses
6016a · Baptist General Convention	6075b · Girl Scout Badges	6116d · Pre-Worship Speakers
6023 · BGC Area A	6075c · Girl Scout Camping	6116e · Revivalist Travel
6059a · Children's Church Snacks	6075d · Girl Scouts Outreach	6118 · Women's Day
6059b · Children's Church Curr	6075e · Girl Scouts Refreshments	6095c · Women's Retreat Weekend
6070a · College Tour	6075f · Girl Scouts Trip	6142a · Purchase New Hymnals
6070d · Graduate Day Reception	6090a · VSAM Midday Revival	6142b · Communion Supplies
6070e · Summer Reading Program	6090b · Older American Month	6142c · Themed Worship Supplies
6073b · Mentorship Trips		

***For comprehensive Account Listings, please see Approved Church Budget.***