## **EPC Requisition Form**

## **Please Submit to Treasurer**

DATE:						
FROM:						
MINISTRY TEAM:						
APPROVED BY:						
Budget Item:	٥	Choose on Reverse	e side	Designated Fund:	☐ Choose on	Reverse side
Reimbursement:	٠	Attach Receipt / Inv	/oice	Payment:	☐ Attach Rec	eipt / Invoice
Issue Payment (or) Reimburse to:			Item Desc	ription:		Total:
					Requisition Total:	
DATE:						
CHECK #:						
ACCOUNT #:						
PREPARED BY:						

ADULT MINISTRIES	WORSHIP		
□ Curriculum □ Events □ Supplies □ Child-Care	<ul> <li>□ Worship Supplies</li> <li>□ Pulpit Supply</li> <li>□ Organist / Substitute</li> <li>□ Guest Musicians</li> <li>□ Music Material</li> <li>□ Maintenance / Instruments</li> </ul>		
YOUTH MINISTRIES	TRUSTEES		
<ul> <li>□ Sunday School Supplies / Gifts</li> <li>□ Sunday School Curriculum</li> <li>□ Child-Care</li> <li>□ Vacation Bible School</li> <li>□ Bibles</li> <li>□ Youth Group Program</li> <li>□ Calvin Crest Camp Fee</li> <li>□ Child &amp; Family Outreach</li> </ul>	<ul> <li>□ Office Supplies</li> <li>□ Custodial / Garden Supplies</li> <li>□ Postage</li> <li>□ Technology</li> <li>□ Maintenance Church / Minor</li> <li>□ Maintenance Church / Major</li> <li>□ Maintenance / Copy Machine</li> <li>□ Carpet Cleaning</li> <li>□ Miscellaneous</li> </ul>		
CHURCH LIFE	MISSION OUTREACH		
☐ Activities / Supplies	<ul><li>Outreach Supplies</li><li>Youth Mission</li></ul>		
DEACONS	DESIGNATED FUNDS		
<ul> <li>□ Shepherding</li> <li>□ Fellowship</li> <li>□ Flowers</li> <li>□ Postage</li> <li>□ Cards/Envelopes</li> <li>□ Giving Tree</li> <li>□ Family Emergency Need</li> <li>□ Mission &amp; Community Outreach</li> <li>□ Miscellaneous</li> </ul>	<ul> <li>□ Memorial Fund</li> <li>□ Organ Fund</li> <li>□ Music Fund</li> <li>□ Property Improvement Fund</li> <li>□ Youth Scholarship Fund</li> <li>□ Youth Fund</li> <li>□ Downer Fund</li> <li>□ Study Fund</li> </ul>		
PERSONNEL	OTHER		
<ul> <li>Study Leave / Pastor</li> <li>Discretionary / Pastor</li> <li>Continuing Education / Music Director</li> <li>Continuing Education / Youth Director</li> </ul>	<ul> <li>□ Non-Budgeted Session Expense</li> <li>□ ECO Conferences</li> <li>□ Finance - Stewardship</li> <li>□ Finance - Accounting</li> <li>□ General Mission Support</li> </ul>		