

Name of Requestor/Purchaser: _____ Date: _____

Name of Ministry: _____ Purchase Order #: _____

Ministry Leader Approval: _____

Current Ministry Balance (as of date of request): _____

1. Team member(s) recognize a need for ministry item(s)
2. Team member(s) talk to Ministry Leader for approval of need (see back of form for list of ministries and respective Ministry Leader).
3. Team member researches the item, obtains MBC Purchase Order form, and completes the form.
4. Team member gives MBC Purchase Order form to Ministry Leader/Treasurer.
5. Ministry Leader/Treasurer reviews budget.
6. Ministry Leader/Treasurer gives the approved MBC Purchase Order form, and a funded PEX purchase card, to the team member for purchase of item(s). Ministry Leader/Treasurer reserves right to give the MBC Purchase Order form directly to the church Secretary for ordering (e.g., on-line items). If the Secretary orders the item(s), she attaches the receipts to the MBC Purchase Order form, and the process is complete.
7. If team member purchases the item, then team member returns MBC Purchase Order form, PEX purchase card, and all receipts, to the Ministry Leader/Treasurer and confirms to Ministry Leader/Treasurer receipt of item(s).
8. Ministry Leader/Treasurer turns in MBC Purchase Order form, PEX purchase card, and all receipts to the church Secretary for recording/filing.

Quantity	Description	Price	Total
		TOTAL	

Maranatha Baptist Church **Purchase Order Form**

The following lists the ministries of MBC and the approving Ministry Leaders:

Anthony Anaya	Bob Sypolt
anthony.anaya90@yahoo.com (757) 243-7992	bobsemperfisypolt@outlook.com (757) 870-8053
<p>Church Expenses</p> <ol style="list-style-type: none"> 1. Advertising 2. Auto Expenses 3. Building and Grounds 4. Church Equipment and Supplies 5. Church Security 6. Missions Expenses 7. Benevolence Funds 8. Book Room 9. Christmas/Summer Outreach 10. Evangelism 11. Flowers 12. Guest Expenses 13. Guest Speaker Gift 14. Senior's Ministry 15. Social Fellowships 16. Special Meetings 	<p>Children/Youth Ministries</p> <ol style="list-style-type: none"> 1. Bus Ministry 2. Bible Club 3. Camp Ministry 4. Teen Ministry 5. Vacation Bible School 6. All Sunday School Classes 7. Music