

# Purchase Authorization and Check Request Form

Date of Request: _____ _____ Make Check Payable To: _____ Address: _____ Amount of Check: \$ _____	<b>Purpose:</b> _____ Authorization to Purchase _____ Debit & Credit Reconciliation _____ Check Request																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%;">Description of Item</th> <th style="width: 20%;">Expense Category or Ministry Department</th> <th style="width: 20%;">Cost</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr><td> </td><td> </td><td style="text-align: right;">\$</td></tr> <tr> <td colspan="2" style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> </tbody> </table>	Description of Item	Expense Category or Ministry Department	Cost			\$			\$			\$			\$			\$			\$	<b>Total:</b>		<b>\$</b>	
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Check Distribution Method:  <div style="display: flex; justify-content: space-between;"> <span>_____ Distribute Through Church Office</span> <span>Phone / E-mail: _____</span> </div> <div style="display: flex;"> <span style="margin-right: 20px;">_____ Mail to:</span> <span>_____</span> </div> <div style="display: flex;"> <span style="margin-right: 20px;">Address:</span> <span>_____</span>  <span>_____</span> </div> Person Requesting Check: _____ Date Check is Needed: _____																									

Approved By: \_\_\_\_\_

For Debit & Credit Card Purchases:

Current Balance: \_\_\_\_\_

This Purchase: \_\_\_\_\_

New Balance: \_\_\_\_\_