

KEYSTONE HILLS BAPTIST CHURCH

PURCHASE / CHECK / REIMBURSEMENT REQUISITION FORM		Date: _____
Requesting Ministry (Committee): _____		
Item Description	Estimated Total	Total to be Reimbursed
Total Requested		
Date needed _____		Person Requesting: _____
Suggested Suppliers: _____ _____ _____		_____ Committee Chair
Requested By _____		_____ Admin Comm
Email: _____		_____ Treasurer:
Phone : _____		

You may be reimbursed by church check for approved expenditures. It usually takes at least one to two weeks after receipts are turned in to receive reimbursement.

You may also receive a church check cut to the vendor for the quoted price of the item or service. Allow at least two-four weeks for approval and the check after submitting your request.

KEYSTONE HILLS BAPTIST CHURCH PURCHASE ORDER/REIMBURSEMENT GUIDELINES

Purpose: This form will be used to purchase items and reimburse members for items purchased for Keystone Hills Baptist Church ministries

- 1) Forms will be available in the office and fellowship hall.
- 2) Form must be filled out and signed by committee chair before submitting to office.
- 3) Treasurer/Admin Comm member will approve weekly (Tuesday). Example: If signed purchase order is turned into office on Sunday, it will be ready the following Wednesday. **THESE FORMS WILL NEED TO BE PICKED UP IN THE CHURCH OFFICE.**
- 4) After merchandise is purchased, staple receipt to purchase order and turn into office for payment. It is **mandatory** that you have a purchase order approved before payment will be issued for reimbursement.
- 5) Checks will be written only on Wednesday and available to pick-up in the church office. Cori/James will call or email when check is ready for pick-up.