Hart Baptist Church

Purchase Approval Form

For purchases $25.00 and over

Budget Line Item
(see Page 2)
One form per ministry

DATE: ___________________________________

Description of Expense / Supplier	Number of Item (s)	Amount Per Item (s)	Total Amount

Requested By: _______________________________________DEPT___________________________

Signature :____

Budget Amount:___________________________ Current Budget Balance:_________________________

Items Needed By: ____________________________________
Please allow at least 10 days for approval

Finance Approval:____

Approval:_________________________ **Comments:**______________________________________

Date:_______________________ **Treasurer Review:**_____________________________________

Comments / Rationale / Event for Expenditure:

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Budget Line Item Numbers

100 Activities
- 110 Christmas
- 130 Adult
- 150 Youth
- 155 Children

200 Education
- 250 Library
- 260 Printed Material
- 272 Conferences
- 280 VBS

700 Shepherding
- 790 Hospitality

300 Facilities
- 305 Auto Fuel
- 308 Auto Maintenance
- 310 Church Maintenance
- 322 Janitorial Supplies
- 340 Office Equip/Supplies
- 350 Technical Audio/Visual
- 360 Youth Center

400 Missions
- 410 Deacons Choice
- 420 Food Ministry

500 Music
- 510 Adult
- 580 Youth

Additional Information / Itemization: