

FBC PROCUREMENT REQUEST

(Press hard and print legibly)

For Treasurer Use Only
Check No.: _____

1. Today's Date	2. Required Delivery Date	3. Priority [] Urgent [] Routine	4. Procurement Request No.
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For Office Use Only (leave blank)

5. (a) Date PR Received in Admin	(b) Date PR Submitted to Treasurer	(c) Date PR Submitted to Trustee (as required)
6. Requester (Name)	Requester's Telephone Number	Ministry

7. Type of Fund (Identify Program)
 Budget Non-Budget **PROGRAM:** _____

8. Payment Type (please check) Check Credit Card Other _____

9. Make check payable to _____

Return check to (who) _____ via (where) _____ by (when) _____

10. Suggested Sources

Vendor Name and Address	Contact	Telephone Number	E-mail and/or Web Address

11. Supplies/Services (Attach quotes/receipts)

Item Description	Item No.	Qty	Unit	Unit Price	Total Price

12. Comments (<i>For Office Use Only</i>) _____	<i>Shipping/ Handling Tax</i>	
_____	<i>Grand Total</i>	

13. Approvals (as required)

Name (Print)	Title	Telephone No.	Signature	Date
	Ministry President/Chair			
	Ministry Treasurer			
	Finance/Trustee Ministry (as required)			

Instructions on Completing the FBC Procurement Request

Please complete all **bold faced** items on the form. Please press hard and print legibly. If the form is not completed correctly and/or is not readable, then processing may be delayed.

The sections on the form should be completed as follows:

- Item 1** **Date form is filled out.**
Item 2 **Date item(s) need to be received.**
Note: Procurement Request (PR) must be submitted at least TWO WEEKS prior to date needed.
- Item 3** **Check if this is an urgent or routine request.**
Item 4 **Have ministry's treasurer insert PR number. The format for the PR number is MC-YY-NNN where MC (some ministries will have 3 letter code) is your ministry's code (see chart below); YY is the year of the PR (last two digits in the year); NNN is the three digit number that runs consecutively with each PR. For example: If the organization is the Deacon Ministry then the first set of digits is DM; if the year of the PR is 2016 then the second set of digits is 16; if the PR number is 001 then the third set of digits is 001. The complete PR number is DM-16-001.**
- Items 5 (a) thru (c) FOR OFFICE USE ONLY – PLEASE LEAVE BLANK.
Item 6 **Requestor's name, telephone number during the day, and ministry.**
Item 7 **Identify if item(s) are budget item(s) and the program that the item(s) are to be used for.**
Item 8 **Check the requested type of payment.**
Item 9 **Provide who to make the check payable to, who the check should be returned to, where should the check be returned and when should the check be returned.**
- Item 10** **Provide vendor's name, address, contact name, telephone number, e-mail and/or Web address.**
- Item 11** **Provide item description, item number, quantity, unit, unit price, and total price. If more space is needed, complete another form.**
- Item 12 FOR OFFICE USE ONLY – PLEASE LEAVE BLANK.
Item 13 **All PR's must be approved by requester's ministry president/chairperson and treasurer. If item(s) requested are not part of ministry's budget, then PR must be approved by the Finance Ministry. For equipment purchases, PR must also be approved by the Trustee Ministry.**

All forms must be submitted to the Church Administrative Assistant for processing. Please leave forms in the church office mail slot.

Purchase Request Number Church Ministry's Code

Ministry/Committee Name	Code	Ministry Name	Code
Administrative Office	AO	Junior Ushers	JUB
Bowling	BL	Little Star	LS
Building on Purpose Committee	BOP	Marshall D. Williams	MD
Chancel Choir	SC	Men's Chorus	MC
Christian Education	CE	Men's	MF
Clarion	CR	Missionary	MM
Clerk/Assistant Clerk	CK	Music	MU
Communications/Evangelism	AV	Nursery	NU
Computer	CO	Parish	PM
Counseling (Pastoral Care)	PC	Pastoral	P
Couples	CM	Praise Dance	PD
Culinary	CU	Senior Ushers	SUB
Deacon	DM	Singles	SM
Deaconess	DSM	Sports	SP
Drama	DR	Step Team	SOF
Education Aid	EA	Sunday School	SS
Emergency Assistance	EAM	Transportation	BM
Family and Friends	FL	Treasurer/Assistant Treasurer	TR
Finance	FC	Trustee	TM
Financial Awareness	FA	Voices of Hope	VOH
Financial Secretary/Assist. Financial Secretary	FS	Voices of Tomorrow (Today)	VOT
Flower Committee	FW	Women of Praise	WOP
Health & Wellness	HW	Women's	GF
Helping Hand	HH	Youth Choir	YC
Human Resources Committee	HR	Youth	YM
Jail & Prison	JM		