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.

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 (For Office Use Only)* _____

_____

_____

Shipping/ Handling	
Tax	
Grand Total	

13. Approvals (as required)

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

White Copy – Administrative/Trustee (file) Yellow Copy – Treasurer Pink Copy – Requester Revised 2019

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 2019 then the second set of digits is 19; if the PR number is 001 then the third set of digits is 001. The complete PR number is DM-19-001.**
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 Office via the church office mail slot or email at fbcadmin@fbcmanassas.org for processing

Purchase Request Number Church Ministry's Code

Ministry/Committee Name	Code	Ministry Name	Code
Administrative Office	AO	Greeters	GR
Beautification Committee	BC	Health & Wellness	HW
Christian Education/Sunday School	CE	Jail & Prison	JM
Church	CH	Little Star	LS
Clarion	CR	Marshall D. Williams	MD
Clerk/Assistant Clerk	CK	Men's	MF
Communications	AV	Missions	MM
Computer	CO	Music (Chancel, Men, Voices of Hope, Voices of Tomorrow Today, Youth)	MU
Couples	CM	Outreach	OM
C.R.E.W. (Young Adults)	YAF	Parish	PM
Culinary	CU	Pastoral	P
Deacon	DM	Praise Dance	PD
Deaconess	DSM	Restoration Biblical Counseling	PC
Drama	DR	Senior	SS
Education Aid	EA	Singles	SM
Emergency Assistance	EAM	Sports (Basketball, Bowling, Softball)	SP
Family Life	FL	Transportation	BM
Finance (Treasurer/Financial Secretary)	FC	Trustee	TM
Financial Awareness	FA	Ushers (Senior, Junior)	SUB
First Friends	FF	Women's	GF
Flower Committee	FW	Women of Praise	WOP
God's Kids (Nursery)	NU	Youth	YM