

Bates Memorial Baptist Church
Dr. F. Bruce Williams, Senior Pastor
620 East Lampton Street
Louisville, Kentucky 40203
502-636-0523/ fax 502-636-9254
www.batesmemorial.com

FUNDS REQUISITION FORM

Form BA-102

Complete and return to church office.

Requisition forms must be completed two weeks prior to event.

Ministry _____

*Event _____

*Date of Event _____

Ministry purpose for expenditure _____

Place of Purchase _____

Amount of Request _____

Check Made Payable to: _____

Contact Person _____ Phone _____

Email Address _____

Department Leader Signature _____ Date _____

| Account Code | Items | Amount | Office Use: Budget Balance: |
|--------------|-------|--------|--------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

*If Applicable

***For Office Use Only ***

Funds Approved _____

Funds Denied _____

Remarks _____

Signature _____

Finance Office

