



# Asbury United Methodist Church

4257 Kearneysville Pike † Shepherdstown, WV † 25443  
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Pastor: Rev. Rudolph M. Bropleh

## Purchase Requisition, Reimbursement & Credit Card Use Form

Date: \_\_\_\_\_

Church Administrator's Initials \_\_\_\_\_

Request made by: \_\_\_\_\_

Organization/Program/Ministry: \_\_\_\_\_

\*\*\*Please choose from Accounts on back of this form\*\*\*

Account	Amount	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount of Expenditure \_\_\_\_\_

Required date for funds: \_\_\_\_\_

Check one:

- Reimbursement/Payment Check Made out to: \_\_\_\_\_  
Address where Check is to be sent:

\_\_\_\_\_  
\_\_\_\_\_

Please attach invoice or receipt of items purchased to the back of this sheet.

- Credit Card or Business Charge Purchase

If Credit Card--- used by: \_\_\_\_\_

If Business Charge---Business Name: \_\_\_\_\_

Business Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Purchase Requisition, Reimbursement & Credit Card Use Procedures

1. Obtain "Purchase Requisition, Reimbursement & Credit Card Use" form and fill out completely. Be sure to itemize your request and select the appropriate accounts from the list below.
2. Give the completed form to the Business Manager for approval of funds. Business Manager will make sure the budget account referenced has the funds requested and if so, approve the request. If the budget account does not have the funds to cover the request the requester will be notified by the Business Manager.
3. Business Manager will forward the form to the Pastor for his approval. If the Pastor does not approve the funds, he will notify the requester. Upon his approval the pastor will return the form to either the Business Manager(to write a check), the requester(if credit card purchase at a store), or the Church Administrator(for credit card orders online or over the phone).
4. The request should be presented at least 60 days prior to the needed date for the funds.
5. The request should be made by the chair of the organization, program or ministry requesting the funds.

### Budgeted Accounts

#### Operating Expenses Church

Allegheny Power  
Frontier  
Computer Equipment  
Church Supplies & Equip.  
Waste Management  
Property Repairs  
Miscellaneous  
Property Insurance  
Property Taxes  
Office Supplies & Equipment  
Pest Control  
Security System  
Postage  
Comcast Cable/Internet  
Pastor's Cell Phone  
Maintenance/Gas/Van/Ins.  
Lawn Services  
Music License  
Administrative  
A/C Heating Maintenance  
Storage Unit  
Worship Service Supplies  
New Software Licensing  
New Furnishings

#### Operating Expenses Youth Center

Allegheny Power  
Corp. of Shepherdstown  
Comcast Com. Internet  
Security System  
YC Office Supplies  
YC Supplies & Equipment  
YC Repairs & Maintenance

#### Operating Expenses for Rental Properties

Parsonage Repairs & Improve.  
Parsonage Maintenance Fee  
Brown's Alley Repairs & Impr.

#### Personnel Ministry

Pastor's Bus./Ed. Reimb.  
Pastor's Travel Reimb.  
Staff Appreciation  
Staff Development

#### Programmatic Ministry

Music Ministry  
Dance Ministry (Angels, Chosen Vessels)  
Witness Ministry  
Missions & Outreach  
Apportionments  
Nurturing Ministry  
Youth Ministry  
Christian Women  
Men's Ministry  
Campus Ministry  
Church Council  
Recording Cost  
Asbury Academy  
School Sharpener  
Guest Speaker  
Graduation Gifts  
SPPR