

Zion Canaan Baptist Church, Inc.
7820 Farrow Road
Columbia, SC 29203
(803) 935-0132

EXPENSE AUTHORIZATION / CHECK REQUISITION

DATE:
VENDOR:
P.O. # (If Appropriate) :

TEAM:

MINISTRY:	EXPENSE AMOUNT:
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EXPENSE AUTHORIZATION NON-RECURRING EXPENSE
 CHECK REQUISITION CREDIT CARD USE RECURRING EXPENSE

QTY	DESCRIPTION OF ITEMS TO BE PURCHASED	PER UNIT	TOTAL
TOTAL			

Reason for proposed expenditure: (Attach Supporting Information)

Explanation for non-approval _____

Requested By:	Phone No.:
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Make check payable to:
Date Needed:
Give Check to:

Team Director's Signature: _____

Ministry Leaders' Signature: _____

FOR FINANCE OFFICE USE ONLY:	
Approval _____	Date _____
Check #: _____	Check issue date: _____