

# NEW HOPE BAPTIST CHURCH OF EAST ORANGE

144 Norman Street \* East Orange NJ 07017 \* (973) 678-6710

www.newhopeofeastorange.org

Rev. Dwight D. Gill, Pastor

## DISBURSEMENT REQUISITION FORM

(Please PRINT all requested information)

Today's Date: \_\_\_\_\_

<b>DATE PAYMENT IS NEEDED BY:</b>	
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Make Payable to: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DATE:	Enter a description & attach an invoice/receipt/contract	AMOUNT:

Has this expenditure been budgeted: YES _____ NO _____	YOUR NAME:
MINISTRY:	Contact Phone # and/or email address:

\*\*\*FINANCE COMMITTEE INFORMATION ON REVERSE SIDE\*\*\*

To be COMPLETED by the  
FINANCE COMMITTEE

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

	Signatures:	Date:
Ministry Chairperson:		
Finance Committee:		
Finance Committee:		
Finance Committee:		

To be COMPLETED by the  
Financial Assistant

ASSIGNMENT:	INITIALS:	DATE:
Invoice checked for accuracy:		
Invoice/Receipt/Contract attached:		
Packing Slip/Receipt signed:		
Chargeable Account:		

COMMENTS:

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