

BUFFALO VALLEY CHURCH OF THE BRETHREN  
**PAYMENT REQUEST FOR PURCHASES**

Please complete, sign, and return to the church office.

Purchased By: \_\_\_\_\_ Date Purchased: \_\_\_ / \_\_\_ / \_\_\_\_\_

Purchased From: \_\_\_\_\_

For Which Ministry Team: \_\_\_\_\_

DESCRIPTION	BUDGET LINE ITEM	AMOUNT
<b>TOTAL DUE:</b>		

\_\_\_ Receipts are attached

\_\_\_ An invoice will be mailed

Payable To: \_\_\_\_\_

Signature of Purchaser: \_\_\_\_\_

Team Leader Signature: \_\_\_\_\_

\*Finance Team Leader Signature: \_\_\_\_\_

(\*Required for all purchases in excess of \$300.00.)

BUFFALO VALLEY CHURCH OF THE BRETHREN  
**PAYMENT REQUEST FOR PURCHASES: 2010 Budget**

**ADULTS**

Adult Sunday School  
Blood Drive Meals  
Enrichment & Training  
Fellowship Events  
Library/Messenger  
Men's Ministry  
Miscellaneous/Supplies  
Women's Ministry  
Young Adult Outreach

**BUILDING & GROUNDS**

Building Maintenance  
Cleaning Services  
Computer/Technology Upgrades  
Custodial/Paper Supplies  
Electricity  
Equipment Purchase & Maint.  
Furnishings Purchase & Maint.  
Grounds Maintenance  
Office Supplies/Expenses  
Parsonage Maintenance  
Sound System/Video Maintenance  
Telephone  
Trash Removal

**CHILDREN**

Camp Eder Tuition  
Choir/Drama  
Community Outreach Events  
Food Service  
Parent/Family Resource  
Programming Supplies  
Summer Programming  
SS Curriculum

**FINANCE**

Annual Conference Delegates  
Safeplace  
Custodian Salary  
District Conference Delegates  
Insurance  
Miscellaneous  
Parsonage Taxes  
Ministry Assistant Salary

**PASTORAL/MINISTRY**

**SR PASTOR**

Salary  
Insurance Reimbursement  
Pension Fund  
Annual & District Conferences  
Auto Allowance  
Housing Allowance  
Professional Growth  
Utilities Allowance

**YOUTH PASTOR**

Salary  
Insurance  
Pension Fund  
Auto Allowance/Expenses  
Annual/ District Conference  
Professional Growth  
Utilities Allowance

**CHILDREN'S MINISTER**

Salary  
Auto Allowance  
Professional Growth

**LICENSED MINISTER/  
COUNSELOR**

Auto Allowance/Expenses  
Professional Growth

**HOSPITALITY &  
COMMUNICATION**

Food Service  
Miscellaneous  
Publishing/Printing  
Website  
Welcome Supplies

**MISSION**

Arizona Mission  
Camp Eder  
Camp Eder Tuitions  
Children's Aid Society  
Gen. Board/Partners in Mission  
Local Emergency Assistance Fund  
Local Mission/Local Mission Supply  
Love, Inc.  
Mifflinburg Ministerium  
Miscellaneous/Petty Cash  
Missionary Support  
On Earth Peace Assembly  
Pregnancy Care Center  
Short Term Mission Projects  
Southern PA District (Fair Share)  
Susq. Valley Ministry Center  
WGRC/WPGM

**SPIRITUAL LIFE**

Counseling  
Emergency Fund  
Floral/Get Well Ministry  
Miscellaneous  
Ordinances (Love Feast/Baptism)  
Radio Bible Class (Daily Bread)  
Small Group Ministries

**WORSHIP & MUSIC**

Bell Choir  
Copyright License  
Evangelistic Services/Speakers  
Miscellaneous  
Special Programs & Concerts  
Worship Aids & Supplies  
Worship Drama & Music Supplies  
Worship Leader Training

**YOUTH**

Adult Leader Training  
Christian Camp Tuition  
Curriculum  
Food & Refreshments  
Graduation Gifts  
Ignite  
Miscellaneous  
Special Events  
Supplies & Equipment  
Teen Week  
Transportation