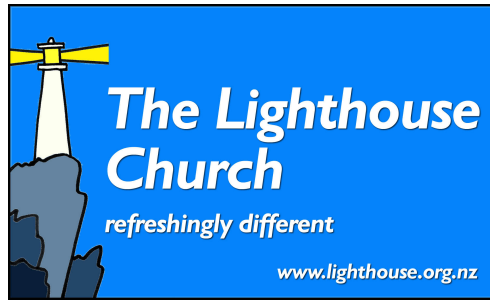




Attach Receipts  
to the back here

PR No 2:



## Purchase Requisition Form

Date
Name of Requestor
Signature
Function/Ministry

Item Description	Charge to (budget category)	Quantity	Unit Price	Amount
			Total	

1 <sup>st</sup> Approver	Name	Date
2 <sup>nd</sup> Approver	Name	Date
3 <sup>rd</sup> Approver	Name	Date

Note: 1<sup>st</sup> Approver <\$500; 2<sup>nd</sup> Approver (CFOs) >\$500 and <\$5000; 3<sup>rd</sup> Approver (Elder/CFO) >\$5000  
Outside budget expenditure must be submitted to finance committee for approval and if expenditure is >\$5000, the Eldership team would need to approve.

Lighthouse Church Budget Codes - 31/03/2009

200/02 Church - Catering/ coffee Expense Input Tax  
 200/04 Church - Bank Charges Expense Input Tax  
 200/05 Church - Office Equipment Expense Input Tax  
 200/12 Church - Subscriptions Expense Input Tax  
 200/13 Church - Meals ch lunch mm Expense Input Tax

202/01 Honorariums Revenue Exempt  
 203/01 Maintainance Expense Input Tax  
 203/02 Improvements Revenue Input Tax  
 203/03 Insurance Revenue Input Tax  
 203/04 Rates Revenue Input Tax  
 203/05 Electricity Revenue Input Tax  
 204/01 Baptismal Service Revenue Input Tax  
 204/02 Christmas program Revenue Input Tax  
 204/03 Family camp Revenue Input Tax  
 204/04 Easter camp Revenue Input Tax  
 204/05 Leaders retreat Revenue Input Tax  
 205/01 Earmarked Dispersments Revenue Exempt  
 205/02 Resources for resale Expense Input Tax  
 205/03 Continency-unplanned expenses Expense Input Tax

210/02 Ministries -Real youth Expense Input Tax  
 210/04 Ministries - Lifeboat Expense Input Tax  
 210/06 Ministries - Izone Expense Input Tax  
 210/08 Ministries - Playgroup Expense Input Tax  
 210/09 Ministries - Spiritual campaig Expense Input Tax  
 210/10 Ministries - Creche Expense Input Tax  
 210/11 Ministries - Mens ministry Expense Input Tax  
 210/12 Ministries - Womens Ministry Expense Input Tax  
 210/14 Ministries - Tugboats Expense Zero Rated  
 210/15 Ministries - Littlelights Expense Input Tax  
 210/16 Ministries - Smallgroups Expense Input Tax  
 210/17 Ministries - Library Expense Input Tax  
 210/18 Ministries - Music/Worship Expense Input Tax  
 210/19 Ministries - Resource centre Revenue Input Tax  
 210/20 Ministries - Conf and training Expense Input Tax

280/01 Office - Advertising Expense Input Tax  
 280/03 Office - Cell phones Expense Input Tax  
 280/05 Office - Bitstream Expense Input Tax  
 280/06 Office - Photocopying Expense Input Tax  
 280/08 Office - Printing Expense Input Tax  
 280/10 Office - Maintainance Expense Input Tax  
 280/11 Office - Stationary Expense Input Tax  
 280/12 Office - Supplies Petty cash Expense Input Tax  
 280/13 Office - Telephone Expense Input Tax  
 280/14 Office - Web hosting Expense Input Tax  
 280/15 Office - Postage Expense Output Tax

285/01 Mission - Missionaries Revenue Exempt  
 285/02 Mission - Mission Revenue Exempt

291/01 Salaries - ACC Expense Input Tax  
 291/03 Salaries - Sophia Expense Exempt  
 291/04 Salaries - PAYE Expense Exempt  
 91/07 Salaries - David Deller Expense Exempt