

**Darlington First Baptist Church  
Budget Usage Form**

*As good stewards of God's money, please complete this form to help in accurately keeping account of the annual budget usage.*

**Purchase Information:**

Account/Budget: \_\_\_\_\_

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

Purchased by: \_\_\_\_\_

Store/Facility from which purchased: \_\_\_\_\_

Items Purchased: \_\_\_\_\_

\_\_\_\_\_

Purpose for items purchased: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Reimbursement Request:**

Pay to the Order of: \_\_\_\_\_

Return Check to: \_\_\_\_\_

**Check Request:**

Date Requested: \_\_\_\_\_ Account/Budget: \_\_\_\_\_

Pay to the Order of: \_\_\_\_\_

Purpose for request: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Return Check to: \_\_\_\_\_ Date Needed: \_\_\_\_\_

\_\_\_\_\_  
Authorized Account/Budget Manager Signature

\_\_\_\_\_  
Date

*Please turn this in to the church secretary with original receipt(s) for purchases made on the church credit card or for request for reimbursement.*