

CORNERSTONE BAPTIST CHURCH PURCHASE RECONCILIATION FORM



Guidelines for Ministry Use:

- 1 Receipts: All receipts must be attached, and the total on the form must match the total on the receipt(s).
- 2 Purpose: Clearly state why the item was purchased and include the event/activity date. (e.g., "Men's Day Breakfast, 2/20/26")
- 3 Timing: Submit receipts promptly, no later than five (5) days after purchase.

Ministry:	
Name of Purchaser:	
Date of Submission:	
Purpose of Purchase:	
Approved Amount to Spend:	

Record Each Receipt Below. If needed, additional forms may be used.

Transaction Date	Merchant	Description of Goods/Services	Amount

Receipt Totals: \$

Purchaser Signature: