



# first baptist church

Bringing HOPE to Palm Coast

of Palm Coast

## Purchase Order / Expense Tracking

Budget Account #: \_\_\_\_\_ Budget Account Name: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor \_\_\_\_\_

Address/Web Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Item	Description	Price
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
	<b>Total</b>	_____

Year-to-Date Forecast (A)	Planned Adjustments(B)	End-of-Year Projection (C)	Expected Variance (D)
_____	_____	_____	_____

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**A= Year-to-Date Forecast, as reported on Financial Secretary monthly report.**  
**B= Unrecorded spending, plus/minus unplanned expenses through year-end..**  
**C= Total of A plus B**  
**D= Compare (C") to (A). Explain planned changes to bring Projection (C) in line with Forecast (A) in attachment and obtain appropriate approval.**

Purchase Order/Expense Tracking

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