

Antioch Missionary Baptist Church
Purchase Requisition

Today's Date _____ Date Needed _____ (requests should be made at least 4 weeks in advance)

Ministry to Be Charged _____

Person Making Request _____

Contact Information:

Phone _____ Email: _____

Purpose/Use _____

Preferred Vendor _____

Item Description	Quantity	Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MINISTRY LEADER SIGNATURE _____

This form should be used whenever something needs to be ordered from an outside supplier: i.e. Equipment, supplies books All study materials must first be submitted to the Director of Christian Education for Approval by the Senior Pastor.

Fill in as much detail about the item/s as possible.

Please indicate when items are absolutely needed allowing 4 weeks advance notice.

Please note that all purchases are subject to funds availability.

The church office will notify you within two weeks of items being needed if there will be an anticipated delay.



FOR OFFICE USE ONLY

DATE ORDERED _____

DATE RECEIVED _____

SUPPLIER _____

REVISED MARCH 2017