Purchase Requisition Form

This form must be submitted and approved prior to purchase. Please allow 10 working days for processing.

Today's Date _____ Need Date _____ Date Received in office _____

Vendor: _____

_____

_____

Ship to: Jehovah Missionary Baptist Church

Attention:_____

PO Number: _____

Catalog Number	Description	Quantity	Unit Price	Amount

Subtotal _____

Shipping _____

Tax _____

Order Total _____

This purchase will be used for: _____

_____

_____

Charge to Ministry Account Number

_____

Authorized by Chairperson of Ministry

_____

Authorized Signature from Business Office

_____

Authorized Ministry Officer's Signature

_____

Pastor's Signature

_____

Youth Pastor's Signature

_____

Date

_____

Date