

_____ **Church**

Purchase Requisition

Requisition No.: _____ Date: _____

Please purchase for: _____

Name: _____

Budget Account Name: _____ Purpose or Use: _____

Date Needed: _____ Amount of Check: _____

Remarks: _____

Quantity	Description	Total
	Total	

Signed: _____ Date: _____

Approved By: _____ Date: _____

Received By: _____ Date: _____