

# Tabernacle Bible Church

## Purchase Requisition/Check Request

(Revised 10/21/15)

**Must submit 14 days in advance**

**Please complete form in its entirety**

Date of Request: \_\_\_\_\_

Is this item in your budget? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Ministry to charge: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ministry Leader's Signature: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Only One Vendor Per Form**

Description of Item(s) to be Purchased	QTY	Price per Unit	Total
<b>Note: Attach grocery list for food items</b>			
<input type="checkbox"/> <b>Enclose Tax-exempt form</b>			
<b>Pay by:</b>		<b>TOTAL</b>	

**Credit Card:**   
 \_\_\_\_\_ Visa                     
 \_\_\_\_\_ MasterCard (Sam's)                     
 \_\_\_\_\_ Dillons  
   
 Wal-Mart \_\_\_\_\_ Other \_\_\_\_\_

**OR**

**Check** (Address below)

**Check Payable to:** \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

**SYSCO ORDER**

**Check to be picked up by** \_\_\_\_\_

**Check to be mailed**

\_\_\_\_\_  
Requisition Committee Signature

\_\_\_\_\_  
Requisition Committee Signature

\_\_\_\_\_  
Pastor's Signature

**Requisition Disapproved**

**Reason for Disapproval:** \_\_\_\_\_