

**FERRIS HILL BAPTIST CHURCH
REQUISITION**

Please see reverse side before completing form

DATE REQUESTED: _____

DATE NEED TO ORDER BY: _____

DATE NEED TO RECEIVE/WITHDRAWL BY: _____

PAYABLE TO: _____

PERSON REQUESTING MONEY: _____

ACCOUNT NUMBER (see reverse side) _____ ACCOUNT NAME _____

STAFF SIGNATURE: _____

<u>QTY</u>	<u>ORDER NUMBER/DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>

SHIPPING & HANDLING: _____

GRAND TOTAL: _____

SEND TO: _____

TYPE OF PURCHASE (circle): Budget
Designated
Special

PURCHASED BY: PERSON REQUESTING ITEM _____ STAFF _____ MINISTRY ASST. _____

_____ CHECK TO BE CUT PRIOR TO PURCHASE (RECEIPTS & EXTRA CASH TURNED IN LATER).

_____ CHECK TO BE CUT AFTER PURCHASE (WHEN RECEIPTS TURNED IN).

For Office Use Only

Payment Type (Circle One): Debit Check Draft **DATE ORDERED:** _____

Check Number: _____ **DATE RECEIVED:** _____

Reviewed by Check Signer's/ Treasure _____
(Initial here) (Initial here)

Pastor's Signature: _____



