



Purchase Requisition

Form used to itemize needs/wants for a ministry event or function.

NOTE: Form must be submitted **BEFORE** submitting the "Check Request for Ministries" form.

Date: _____

Ministry Name: _____

Ministry Leader: _____

Purpose for request: _____

Contact person: _____

Date Needed: _____

Preferred vendor: _____

Comments: _____

Qty	Units	Vendor	Unit Price	Total

Ministry Leader's signature: _____

Date: _____

Pillar Coordinator's signature: _____

Date: _____

Official Use ONLY:

Executive Pastor's signature: _____

Date: _____