

REQUISITION FOR PURCHASE

FIRST BAPTIST CHURCH
Florence, MS

Payment will be made from Budget Line Item: _____
(Line item in budget must be indicated for requisition to be considered.)

Total Purchase Price \$ _____

VENDOR

Name: _____

Address: _____

Phone #: _____

Fax #: _____
(if available)

Description of Purchase

Included item number (if applicable), description, quantity and cost. If you have a quote with this information included, please attach it to the requisition and reference that it is attached.

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Financial Secretary _____ Date _____

Purchase Order # _____ Issued: _____