

**Requisition – Check Request**

Amount of Request/Check: \$ \_\_\_\_\_

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

Vendor: \_\_\_\_\_

Account: \_\_\_\_\_

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

Purpose of Request/Check:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by:  
\_\_\_\_\_

This is to be:

- ordered by myself
- ordered by the Church
- purchased by myself and I will submit receipt for reimbursement
- purchased by myself and Church will be billed

Pastor's Approval and/or Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date