NEW COVENANT - PURCHASE REQUISITION

Today's Date:_____ Submitted By: _____ Ext: _____

Ministry Name: _____ Purpose: _____

☐ **Requesting Approval to Purchase**

Priority: ☐Standard purchase ☐A ☐B ☐C

Need to Purchase by date: _____

GL # _____

Transfer _____

☐ **Purchase Made**

Vendor Name: _____ Date Purchased: _____

☐VISA ☐MC Cardholder: _____

☐ Being Billed Invoice #: _____

Qty.	Item #	Description	Cost Per	Estimated Total	ACTUAL Total

NOTES:

Sub-Total		
Tax (unavoidable)		
Shipping / Handling		
Order Total		

Office Use Only:

Pastor(s) Approval (Initials) _____ Date _____ Office Approval _____ Date _____

(Exec. Assistant to Exec. Pastor)

Financial Office Use Only:

☐ Approved___ _____ ☐ Declined _____ ☐ Postponed _____ ☐ Resubmit

Comments_____ Revised Dec 2015 sld