



# PURCHASE REQUISITION

251 Robertsville Rd.  
Oak Ridge TN 37830

**Requesting Committee**  
**or Ministry Area** \_\_\_\_\_ **Date** \_\_\_\_\_

**Requested by** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

Check if expenditure is a recurring expenses not requiring approval prior to issuing check for signature. All such expenditures are listed in the *Recurring Expenditure Authorization* memo signed by the Trustees (signed July 17, 2013) on file in the church office.

Item No.	Budget Line	Disbursement (1) / Description of Item or Service (2)	Cost
1.			\$
2.			\$
3.			\$
4.			\$
<b>Total Requisition Amount =</b>			\$

FOR OFFICE USE ONLY				
Budget Line Number	1.	2.	3.	4.
Budgeted Amount	\$	\$	\$	\$
Current Balance	\$	\$	\$	\$
Total Requisition Amount	\$	\$	\$	\$
Remaining Budget after Purchase	\$	\$	\$	\$
Financial Secretary Signature			Date	
Finance Committee Representative Signature			Date	

- (1) Person or entity the check should be made out to for payment.
- (2) Attach invoice, bill or appropriate receipt to this form prior to submission.