

PURCHASE ORDER REQUISITION - CHECK REQUEST

First Baptist Church
810 Bridges Street
Morehead City, NC 28557
Phone: 252-726-4142

Date _____
Date of Purchase

Requisitioned By _____
Chairperson/Project Coordinator

FBC Budget Line _____
Name of Line Item to be Used

Budget Acct No. _____
Enter Account Number Used

Payable To: _____

Person or Company to be paid & address

Quantity	Description of Purchase	Unit Price	Total
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Requested By	_____	_____
	<i>***Your Signature***</i>	Approved
Approved By	_____	_____
	<i>***Chairperson's Signature***</i>	Finance Committee Member

**Attach receipts of purchase or something showing
cost of items when charging on visa card, forward to Financial Secretary**