The "Exciting" SHBC
REACH • TEACH • DEVELOP • SERVE

REQUISITION FORM

Any item to be purchased or rented priced more than $100 must be submitted to church staff on a Requisition Form. Requisition Forms must be submitted 14 (days) in advance for items requiring external purchases. Please check with church staff before requests are made for specific items.

MINISTRY	DATE REQUESTED	DATE NEEDED

INTENDED USE

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
			SUBTOTAL	
			SALES TAX	
			TOTAL	

Requested By *Date*

Ministry Director *Date*

Church Administration *Date*