

# Crestview Baptist Church

## Purchase Requisition

*This form is to be used only for purchases of \$500 or more*

### Requestor Information

Name of requestor \_\_\_\_\_ Date requested \_\_\_\_\_

Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

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### Vendor Information

Recommended vendor \_\_\_\_\_ Date needed \_\_\_\_\_

Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Was this purchase included in the budget?      Yes       No

Description of Purchase	Amount

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### FOR CHURCH OFFICE USE ONLY

\_\_\_\_\_  
Budget Manager

\_\_\_\_\_  
Treasurer (Budget availability)