

Requisition Form

Payable to: _____

Address: _____

Please follow this procedure:

1. Find out from team leader how much money you can spend.
2. Buy designated materials etc.
3. Have team leader sign the request and if there is more than one line item in that budget, to specify from where the money will be drawn. For example: Worship Ministry-Web Account
4. Attach relevant receipts.
5. Bring to office.
6. Checks are typically printed by Thursday at 2pm.

Line Item	Account #	Description	Cost

Signature of Requestor: _____ Date: _____

Signature of Team Leader: _____ Date: _____
