



Purchase Requisition

Is this a (check one):

Reimbursement Request for Purchase Agape Church Credit Card Purchase

Submitted by: _____ Phone: _____

Date Requested: ____ / ____ / ____ Date Required: ____ / ____ / ____

Ministry or event to be charged: _____

Items Purchased/Needed	Price Each	Total
	Purchase Total	

Check payable to: _____

Preferred vendor (for orders only): _____

Please indicate where items or reimbursement check will be picked up:

Remarks: _____

Senior Pastor's signature: _____ Date: _____

or

Church Treasurer's signature: _____ Date: _____

Attach All Receipts