



FRIENDSHIP BAPTIST CHURCH
 5301 Nebraska Avenue Toledo OH 43615 419-531-3242
PURCHASE REQUISITION

<i>Office Use Only</i>	
Purchase Order Number:	
Date:	

MINISTRY NAME	MINISTRY LEADER NAME	Tax Exempt No.: 341663535

Vendor's Name:	
Vendor's Address:	
Check Made Payable To:	
Date Requested By:	

Why is this needed and how will it enhance the Ministry?	

Quantity	Detailed Description	Unit Cost	Total Cost
Sub Total			\$
Shipping/Delivery			
Tax (Exempt)			0.00
Grand Total			\$

Requestor Signature:	_____	Date:	_____
Stewardship Ministry Signature:	_____	Date:	_____
S.A.M. Signature:	_____	Date:	_____

APPROVED OR DENIED (Circle One)

Denial Reason or Approval Stipulation:

OFFICE USE ONLY		
Check Amount Advanced	\$	
Amount Returned	\$	
Amount Owed	\$	