

**Antioch Missionary Baptist Church
REQUISITION FOR GOODS AND SERVICES FORM**

Submit a hardcopy of this form with copies of receipts to the **Business Office**
ALL approval signatures **required prior to** submission to the Business Office

Requester's Name →		Date
Ministry or Department →		
Purpose or Use of Goods/Services Ordered →		
Date Needed →		

Quotations (Attach copies)

Vendor Name	Quoted Price
	\$
	\$
	\$

Itemization

Quantity	Description of Item or Service	Unit Price	Total Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL			\$

Make check payable to →	
Address →	

+++++FOR BUSINESS OFFICE USE ONLY+++++

Date Received by Business Office →	
Requested by →	
Approved by →	
Received by →	
Account Distribution →	: \$: \$: \$: \$: \$: \$