

## PENSACOLA BAY BAPTIST ASSOCIATION REQUISITION

DATE REQUESTED: \_\_\_\_\_

DATE NEED TO ORDER BY: \_\_\_\_\_

DATE NEED TO RECEIVE/WITHDRAW BY: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

PERSON REQUESTING MONEY: \_\_\_\_\_

ACCOUNT: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_

QTY	ORDER NUMBER/DESCRIPTION	UNIT PRICE	TOTAL PRICE

SHIPPING & HANDLING: \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

SEND TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TYPE OF PURCHASE:    PBBA Budget  
                                    F&H Budget  
                                    Designated  
                                    Other

PURCHASED BY:    PERSON REQUESTING ITEM    STAFF    MINISTRY ASST.

CHECK TO BE CUT PRIOR TO PURCHASE (RECEIPTS & EXTRA CASH TURNED IN LATER).

CHECK TO BE CUT AFTER PURCHASE (WHEN RECEIPTS TURNED IN).

**For Office Use Only**

Payment Type:   Brian CC   Sharon CC   Sam's CC   Office Depot CC   Check   Other: \_\_\_\_\_

Check Number: \_\_\_\_\_

**DATE ORDERED:** \_\_\_\_\_

Reviewed by Bookkeeper: \_\_\_\_\_  
(Initial here)

**DATE RECEIVED:** \_\_\_\_\_

Director's Signature: \_\_\_\_\_

