

Centenary United Methodist Church - Requisition Order

Must be approved before actual purchase of material or service.

Date: _____

Please return to Karen in the office.

Item(s) to be purchased	Purchasing from	Estimate of Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		Shipping Cost \$ _____
		Total \$ _____

Payment to be made to: _____

Purpose of Purchase: _____

Committee to be charged: _____ Budget line to be charged: _____

Signature of Person Making Request (if not Comm. Chair) Date Signature of Committee Chair Date

Finance Committee Approval Date 2017

Every expenditure must be approved in advance by the Finance Committee. Emergency expenditures may be referred by phone to the Finance Committee chair, but must be confirmed by this form.

All items are to be shipped to 331 E. State St., Jacksonville, IL 62650.