

**MGBC PURCHASE REQUISITION**

P. O.: # \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Ministry in Charge: \_\_\_\_\_

Requisition Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

<u>Item to be Purchased</u>	<u>QTY</u>	<u>Price/unit</u>	<u>Total</u>
<b>Total</b>			

Submitted By: \_\_\_\_\_

Total before purchase: \_\_\_\_\_

Total after purchase: \_\_\_\_\_

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

Address: \_\_\_\_\_

Ministry Leader:	Signature:
Deacon:	Signature:
Trustee:	Signature:
Clerk:	Signature

FOR TRUSTEE USE ONLY

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