

Country Oaks Baptist Church
Purchase Requisition

Is this a (check one):

Reimbursement Request for purchase COBC Credit Card Purchase

Submitted by: _____ Phone #: _____

Date Requested: _____ Date required: _____

Ministry or event to be charged: _____

Are these purchases within your ministry's budget? Yes No

(If not, please explain. All items that exceed the ministry's monthly designated budget will have to be approved by the Church Administrator.)

Items purchased/needed	Price each	Total
	Purchase total	

Check payable to: _____

Preferred vendor (for orders only): _____

Please indicate where items or reimbursement check will be picked up: (i.e. church office, ministry mail box, etc.)

Remarks: _____

Ministry leader's signature (required for all purchases & reimbursements): _____

Church Administrator's signature (required for items over budget): _____

Please attach all receipts