

FIRST BAPTIST CHURCH OF SOUTH RICHMOND
 1501 DECATUR STREET
 RICHMOND, VIRGINIA 23224
 (804) 233-7679

REQUISITION FOR FUNDS

Today's Date: _____ Date Check Needed By: _____

Please Note: *Depending upon the availability of church funds, the requested funds will be available by the requested date. Please give at least five days for your requisition to be filled.*

Pay To: _____ Address: _____

Telephone #: _____

Delivery Instructions

Hold Check with Church Administrator Deliver Check to the Above Address

Deliver Check to: Name _____

Address _____

Phone # _____

REQUEST FOR: Money Postage

Purpose of Request *(Attach an additional sheet if necessary.)*

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|------------|-------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Total Amount Requested \$ _____

Requested by: Print Name _____ Signature _____

For Office Use Only
Approval & Accounting Information

Pastor's Approval: _____

Date Received: _____ Account: _____ Min/Dept.: _____

Budget Category: _____ Vendor Code: _____

Comments:

Date Paid: _____ Check # _____ Account #: _____

Check Received By: Print Name _____ Signature _____

Date Check Received: _____