Purchase Requisition

Trinity Assembly of God
205 W. Wall St, Algood, TN, 38506
(931) 537-9830 - Office
(931) 537-3086 - Fax

No: _____ Page ____ of _____

Department Information	***Vendor Information***	***Office Information***
Date: _____	Name: _____	Acct #: _____
Dept: _____	Address: _____	Date Ordered: _____
Date Needed: _____(ASAP is not a date!)	_____	Ordered By: _____
Requisitioned By: _____	Web:_____	Order #: _____
Contact #: _____	Phone #: _____	Delivery Date: _____
Dept. Approval: _____	☐ Charge or ☐ Check | ☐ Mail or ☐ Pick-up	☐ Ordered with AMEX ☐ Ordered with VISA ☐ Bill

Quantity	Page #	Item #	Description	Unit Price	Total
				$0.00	$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
Describe what these materials will be used for: _____				**Subtotal**	$0.00
				Total from Previous Page	
				Misc.	
				Shipping	
Pastoral Approval: /				**Balance Due:**	**$0.00**

VOID After 90 Days

Click to send this form to Trinity for approval