

Bible Way Fellowship Church Procurement Request Form

Completed form is due 14 days prior to the activity or meeting

Date: _____ Ministry/Department: _____ Purchase Order#: _____

Charge Code: _____ - _____ - _____ Date Needed: _____

Information

Company Ordering From

Office Depot
 Staples
 Sam's
 Walmart
 Other

This section is for ordering ONLY

Quality	Catalog #	Page #	Description of Item	Unit Price	Total Price
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Grand Total				\$	

Request for paper supplies, cream, sugar, etc.

Plates # _____
 Knives # _____
 Dessert Plates # _____
 Cups # _____

Forks # _____
 Spoons # _____
 Napkins # _____
 Bowls # _____

Cream # _____
 Sugar # _____
 Other # _____
 Other # _____

Approvals & Signatures

Person submitting request: _____ Date _____

Ministry Director Approval (L2): _____ Date _____

Senior Director Approval #: _____ Date _____

Operations / Front Office Use Only

Received date: _____ Approved by: _____

Complete
 Incomplete

Date rerouted: _____ Rerouted to: _____

Reason for rerouting: _____