Friendship Baptist Church

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Gastonia, North Carolina 28052
(704) 865-9016 • Fax: (704) 865-9057
Elder John A. McCullough, Jr., Senior Pastor

- ❑ Check Request
- ❑ Purchase Order Request
  PO#: _____
- ❑ Office Staff
- ❑ Credit Card
- ❑ Ministry: _____

REQUISITION / PURCHASE ORDER FORM

Person/Group Requesting:	Date of Request:
Payable to:	❑ Check to be mailed ❑ Check to be picked-up ❑ Other: (specify)

QUANITY	DESCRIPTION	UNIT PRICE	AMOUNT	

Subtotal		
Tax		
Shipping		
Miscellaneous		
Balance Due		

Approved by: _____ Date: _____

WHITE COPY
Finance Department

YELLOW COPY
Director of Ministries

PINK COPY
Person/Group Requesting