

ALPHARETTA FIRST UNITED METHODIST CHURCH PURCHASE REQUISITION

Please Mail

Leave in My Box

For purchases of \$1,000 or more, please provide the following:

Define the need for, and identify the goods or services: _____

Amount _____

Vendor _____

*The three bid rule applies to any purchase of \$ 2,500 or more.
For purchases of \$5,000 or more, please provide additional information such as:
analyses of lease vs. buy, utilization forecast, and projection of operating and
maintenance costs, and three bids when required.*

Date required: _____

Account Number: _____
(Operations Budget Code)

Submitted by: _____

Approved by: _____
(Staff/Ministry Leader)

Today's Date: _____

Today's Date: _____

**SUBMIT REQUEST TO FINANCE OFFICE TO OBTAIN APPROVAL FROM
CHAIR OF FINANCE COMMITTEE**

Chair of Finance Committee

Date