

**NOW FAITH COMMUNITY BAPTIST CHURCH  
PURCHASE REQUEST FORM**

**Date:** \_\_\_\_\_

**To: Deacons and Pastor,**

**The** \_\_\_\_\_ *(name of ministry is/are requesting the following items to purchase for purpose of:*

**Person responsible for purchasing** \_\_\_\_\_  
*(Signature)* *Print*

<i>Items Needed</i>	<i>Price</i>	<i>Quantity</i>	<i>Location of Purchase</i>	<i>Total Cost</i>

**Total Cost of Purchase** \_\_\_\_\_