

Mt. Zion Baptist Church

Purchase Request / Check Request Form

Check One: Purchase Request _____ Check Request _____

GENERAL INFORMATION

Payable To	_____		
Address	_____	Phone	_____
City	_____	State	_____ Zip _____
Date Required <i>(Please allow 5-7 days for processing)</i>	_____	Total Amount	\$ _____
Mail Check?	Yes / No	Account	_____
Budget	_____		
Purpose:	_____		

ACCOUNT DISTRIBUTION

Item(s) Purchased	Account/Item #	Description	Amount
			\$

	Sub-Total	\$	
	S&H	\$	
	Tax	\$	
	TOTAL	\$	
Requested By: _____	Date: _____		
Approved By: _____	Date: _____		

FOR FINANCE OFFICE USE ONLY

	Check Prepared By: _____
Form 1099 (payee)* _____	Date Paid: _____
* Obtain Form W-9 from payee	Check No. _____
	Entered: _____
Comments: _____	