VISTA GRANDE BAPTIST CHURCH

Disbursement and Order Requisition

_____ Date of Requisition

_____ Date Needed

_____ Payee

_____ Authorized by Org Leader/Minister Administering Acct.

_____ Requested By

_____ Printed name of Org Leader/Minister

Acct #	Description	Amount

Approved:

_____
Stewardship Chair $500-1000 Date

_____
Stewardship Committee, over $1000 Date

Sub Total: _____

Postage/Shipping: _____

Total: _____

Requisitions need approval before a purchase commitment is made.
Return this form to the Financial Secretary.

Order Info

Order Date: _____

Ordered By: _____

Credit Card Used? _____

Updated: April 13, 2014

Approved: Stewardship Committee