

**Tyler Road Baptist Church
Purchase Requisition**

Date _____

Date Paid _____

Invoice Entered

Check Number _____

Requested by _____

Budget Account _____

Make Check Payable To:

Designated Account _____

Address _____

Approval _____

Description of Expenses or reason for Check Request:

Dept./Account #
To be charged

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Check Request \$ _____