

# Mount Lebanon Baptist Church

*The Church with the Family Atmosphere*

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## PURCHASE REQUISITION FORM

### PERSON SUBMITTING REQUEST

Name \_\_\_\_\_ Date \_\_\_\_\_

Contact # \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Title (position) as it relates to this request \_\_\_\_\_

### WHY IS THE ITEM NEEDED?

\_\_\_\_\_

### WHAT WOULD BE THE IMPACT IF THIS REQUISITION IS DISAPPROVED?

\_\_\_\_\_

### IF THIS REQUEST IS APPROVED, HOW MUCH OF THIS MINISTRY'S BUDGET REMAINS?

\_\_\_\_\_

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

#### Approval Process.

Any purchase or any request for service on behalf of the church must be pre-approved, unless the purchaser does not wish to be reimbursed. To get approval for any purchase or service, this form must be submitted no less than two weeks before the funds are required and given to the person responsible for the ministry or need. All approvals or disapprovals must be signed by the ministry leader AND the pastor.

SUBTOTAL  
NO SALES TAX (USE TAX EXEMPT FORM)  
SHIPPING & HANDLING  
GRAND TOTAL

#### APPROVED:

\_\_\_\_\_ Date \_\_\_\_\_

MINISTRY LEADER

\_\_\_\_\_ Date \_\_\_\_\_

PASTOR FRANKLIN LANCE

#### DISAPPROVED:

\_\_\_\_\_ Date \_\_\_\_\_

MINISTRY LEADER

\_\_\_\_\_ Date \_\_\_\_\_

PASTOR FRANKLIN LANCE