



Purchase Order Requisition

Vendor: _____

Ministry Leader _____

Ministry _____

Order Date _____

Date Needed _____

| Item Number | Quantity | Description or Service | Page # | Cost Per Item | Total |
|-------------|----------|------------------------|--------|---------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL: | | | | | |

| Additional Notes |
|-------------------------|
| _____ _____ _____ |

| Approvals |
|----------------------------------|
| Ministry Leaders: _____ _____ |

| FINANCE OFFICE USE ONLY | | |
|-------------------------|---|-----------------|
| Date Received: | Approved: <input type="checkbox"/> | Date Delivered: |
| Remaining Budget | Declined: <input type="checkbox"/> Why: _____ _____ | Other Info: |