

Mt. Zion Baptist Church

Purchase Request / Check Request Form

Check One: Purchase Request _____ Check Request _____

GENERAL INFORMATION			
Payable To	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>		
Address	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>	Phone	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>
City	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>	State	<div style="border-bottom: 1px solid black; height: 1.2em;"></div> Zip <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
Date Required (<i>Please allow 5-7 days for processing</i>)	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>	Total Amount	\$ <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
Mail Check?	Yes / No	Account	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>
Budget	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>		
Purpose:	<div style="border-bottom: 1px solid black; height: 1.2em;"></div>		

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