

SPRINGFIELD BAPTIST CHURCH

REQUISITION APPROVAL FORM

Please Complete All Applicable information

The Pastor and the Administrative Staff appreciates your dedication to the ministry and the stewardship exemplified in the management of the church's finances. To better serve you we have streamlined our procurement process. Adhering to the guidelines of this approval form will provide a structured process to assure requests are reviewed and handled in the most efficient manner possible.

Form must be submitted 3 weeks prior to the date of Event

Ministry Name: _____ Today's Date: _____

Chairperson: _____ Phone: _____

(Print Name)

Ministry E-mail (**Mandatory**): _____@springfieldbaptistchurch.com

Deacon Liaison:

(Print Name)

Ministry's Comments:

SPECIAL NOTE: THE PURCHASING AGENT WILL CONFIRM CALENDAR, EVENT LOCATION AND TRANSPORTATION AVAILABILITY UPON RECEIPT OF APPROVED REQUEST FORM.

EVENT INFORMATION

Event Name: _____ Event Date: _____

Event Description:

Location of Event: _____ Number of Attendees: _____

1 of 3
Revised 5/11/2021

Event Starting Time: _____ Event Ending Time: _____

SPEAKER/INSTRUCTOR REQUIRED

No _____ Yes _____ *(If Yes - Please complete section below)*

Name: _____ Phone: _____
(Speaker/Instructor - Print Name)

Business Name: _____ Email _____

Address: _____ / _____ / _____ / _____
Street City

ST Zip

Fee Payable to Speaker/Instructor \$ _____

TRANSPORTATION REQUIRED

No _____ Yes _____ *(If Yes - Please complete section below)*

Number of Passengers _____ Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

PLEASE NOTE THE FOLLOWING INSTRUCTIONS

DEACON'S APPROVAL

IT IS THE RESPONSIBILITY OF THE MINISTRY CHAIRPERSON TO OBTAIN THE APPROVAL OF THEIR MINISTRY'S DEACON PRIOR TO THE SUBMITTAL OF THIS FORM TO PURCHASING.

ALL REQUESTS SUBMITTED TO THE PURCHASING OFFICE SHALL BE DEEMED AS HAVING THE NECESSARY APPROVAL OF BOTH THE MINISTRY'S CHAIRPERSON AND MINISTRY'S DEACON.

IF APPROVED, PLEASE SELECT SUBMIT TO FORWARD FORM TO THE PURCHASING OFFICE

NOTE: Purchasing Agent shall obtain Pastor's Approval as warranted

Pastor's Comments:

Approval/Pastor's Signature: _____ Date _____

MATERIAL / FOOD REQUEST FORM

All Requests, including food, should be forwarded to the Purchasing Office.

