



Friendship Missionary Baptist Church
 3400 Beatties Ford Road, Charlotte, NC 28216
 Phone: 704-392-0392; Fax: 704-391-5800
 Dr. Clifford A. Jones, Sr., Senior Minister

PURCHASE ORDER FORMS

IMPORTANT: AN INVENTORY OF EXISTING MINISTRY SUPPLIES MUST BE COMPLETED BEFORE REQUESTING ADDITIONAL SUPPLIES.

Inventory Completed: _____ By (Initial): _____

Requisition Date: _____ Date Needed (Allow at least 5 Business Days): _____

ACTIVITY/EVENT DETAIL

Activity/Event Name: _____ Requestor: _____

Activity/Event Date: _____ Requestor's Phone #: _____

(Date should not be more than 60 days from request date. If this order is for an event to be held on campus, a Space Usage Application must be submitted and approved prior to submitting this Purchase Order Form.)

Organization: _____

DeiVision: _____

DeiVision Approval:

VENDOR/CATALOG NAME:

G/L #:

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SPECIALTY ITEMS
(Cost Charged to DeiVision)

Quantity	Manufacturer's #	Units (Each, Pack, Box, Set, etc.)	Description	Unit Price	Total Cost (= Quantity * Unit Price)
			TOTAL COST OF PURCHASE(S):		

Purchasing Only	Space Usage Confirmed:	YES	NO	Date PO Received:	Date Ordered:
	Unused Supplies Returned (Circle One):	YES	NO	Date Unused Supplies Returned:	