

**Crossroads Community Church  
PURCHASE REQUEST**

**Date:** \_\_\_\_\_ **Ministry:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Supplier:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Payment Made to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Description	Quantity	Cost (Each)	Shipping	Total Cost
<b>TOTAL</b>				

**Additional Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ministry Leader's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Overseer's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Overseer's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_