

PLEASE TYPE OR PRINT CLEARLY

**First Baptist Church of Guilford
7504 Oakland Mills Road
Columbia, Maryland 21046
(410) 792-7096**

**REQUISITION FORM
AUTHORIZATION FOR PAYMENT**

DATE: _____

FROM: _____ PHONE: () _____

ORGANIZATION _____

SIGNATURE _____ PHONE: () _____
President/Chairperson

CHECK PAYABLE TO: _____

City State Zip Code

Check Appropriate Box for Distribution:

- Mail Check to above address.
- To be picked up by _____ Phone: () _____
- Date needed for pick up _____
- Contact person response _____ Phone: () _____

PURPOSE	QTY.	PRICE	TOTAL

***** FBC TRUSTEES USE ONLY *****

<input type="checkbox"/> APPROVED FOR PAYMENT <input type="checkbox"/> NOT APPROVED	REASON _____ DATE: _____	CHECK NO. _____ DATE: _____ AMT.: _____
	AUTHORIZED SIGNATURE _____ DATE CHECK MAILED: _____ PICKED UP BY: _____ DATE: _____ Signature	