

FICC PURCHASE/LEASE REQUISITION FORM

Purpose: FICC is committed to ensuring that the whole man walks in complete Freedom and likewise we too are committed to making sure you/your ministry has the proper tools needed to see our vision manifest. Please return signed form in church administrator's inbox located in the Freedom House.



Date: _____

Department: _____

Dept Head: _____

Date Needed: _____

Purpose of Purchase/Lease _____

Item Description	Dept. Charged To:	Dept Acct #	Qty	Unit Price	Total Amount
				\$	\$
				Subtotal	\$
				Shipping/Taxes	\$
				Grand Total	\$

FOR OFFICE USE ONLY

Status of Request: ACCEPTED DECLINED _____

Administrator Signature

Date

Pastor Signature

Date

Board of Director/Designee Signature(s)

Date