



REQUISITION FORM /AUTHORIZATION FOR PAYMENT

**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	CHECK NO. _____
<input type="checkbox"/> NOT APPROVED _____	DATE: _____
Reason	AMOUNT: _____
AUTHORIZED SIGNATURE _____	DATE _____
DATE CHECK MAILED: _____	PICKED UP BY: _____ DATE: _____
Signature	

