

Chapel Hill Baptist Church  
Purchase Request Form  
8826 Trevarthon Road, Orlando, Florida 32817  
(407) 678-5313 [www.chapelhillbaptist.com](http://www.chapelhillbaptist.com)



## Purchase Request Form

-----

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Item(s) Requested \_\_\_\_\_

Reason for Purchasing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost \_\_\_\_\_ Already Paid for by Requestor? \_\_\_\_\_

Church Check # \_\_\_\_\_ Date Issued \_\_\_\_\_

*(Indicate "Cash" if requestor was reimbursed by cash)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

-----