

PURCHASE REQUISITION FORM

Northwest Texas Annual Conference of The United Methodist Church
1401 Avenue M
Lubbock, TX 79401-3939

Date Issued _____

Purchase Requisition

Date Requested _____

Check Request

Please Type or Print the Following Information:

Name of Individual Requesting the Purchase Requisition _____

Address _____

City, State, and Zip Code _____

Phone number () _____

Email Address _____

Signature of Person Requesting the Purchase Requisition _____

Vendor or Individual Providing the Service _____

Address _____

City, State, and Zip Code _____

Phone number () _____ FAX () _____

Quantity	Units	Description of Item or Service	Unit Price	Total
	Each			
Total				

Attach documentation and support for the Purchase Requisition or Check Request and submit the form to the address noted at the bottom of the form

The Northwest Texas Annual Conference is a 501(c)(3) entity and is exempt from state sales tax.
Returned the completed form by mail to:

Dave Andersen, CFO & CBO
1401 Ave M
Lubbock, TX 79401-3939

You can FAX the form to Dave’s attention at 806-762-0205 or to his email andersen@nwtxconf.org. If you have questions you can contact him at 806-762-0201 ext. 12

<p><i>For Office Use Only:</i> Authorized by: Date of Authorization:</p>
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