

ST. JOHN'S PARISH – FELTON, CA

REQUISITION FORM

This form is to be used to request an order for St. John's liturgical, pastoral and related expenses. To use this form the following conditions must be followed:

- 1) Any request/proposal must first be approved by the pastor. The first half of this form serves for this purpose.
- 2) Upon approval the person may purchase the item/s using his own personal money or credit card. To reimburse the amount the second half of this form will be returned with the corresponding receipts.

Date of Request: _____

Name & phone number: _____

Purpose: _____

Items to be purchased and total cost: _____

Pastor's Approval Signature. _____

Note: Items bought before approval from pastor will not be reimbursed

TO REQUEST TO REIMBURSEMENT

In order to be reimbursed, return this form in its entirety to the business manager and follow the guidelines below:

- 1) Confirmation of the status of the ordered items. If necessary, notes explaining the items are missing/delayed or delivered and/or consumed.
- 2) Attach original receipts of purchase.

Total Amount for Reimbursement: _____

Date: _____

Name: _____

Signature: _____

Notes regarding the items if necessary: