

St. Eugene Parish

Requisition Form

Date _____

To: Finance & Accounting Manager

From : Committee Name _____

Committee Chairperson Approved _____

Complete the following form:

<u>Item</u>			<u>Number of</u>	<u>Cost Per</u>		
<u>Name</u>	<u>Description</u>		<u>Items</u>	<u>Item</u>		<u>Total Cost</u>

Name and address of purchase location:

Brief description of use of items: _____

Total Amount Requested: _____

Make check payable to: _____

Approval granted: _____ Date: _____

***** NOTE : Requisition should be submitted three weeks prior to need *****