



VIGOR YOUTH MINISTRIES
FUNDS REQUISITION

DATE:	REQUESTED BY:	MINISTRY:
DATE NEEDED:	AMOUNT:	VENDOR ID#
MAKE PAYABLE TO:		
DISPOSITION:		
<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT CARD	
<input type="checkbox"/> MONEY ORDER	<input type="checkbox"/> CHECK CARD	
<input type="checkbox"/> CHECK	<input type="checkbox"/> OTHER: _____	
<input type="checkbox"/> DELIVER TO: _____		
<input type="checkbox"/> MAIL TO: _____		
<input type="checkbox"/> OTHER _____		
FUNDS BEING ISSUED AS::		
REQUESTED BY: (SIGNATURE):		
REQUISITION REVIEWED BY (FINANCE MGR/BOOKKEEPER):		
REQUISITION APPROVED BY (CFO/COO):		

FOR OFFICE USE ONLY

DESCRIPTION	ACCOUNT/LINE ITEM	PROJECT	AMOUNT
FUNDS ISSUED			
CHECK #	DATE:	AMOUNT:	