

**First Baptist Church Broad**

2835 Broad Avenue.

Memphis, TN 38112

(901) 323-2429/ (901) 791-0198

Keith Norman, Pastor

**REQUISITION FORM**

**REQUISITIONS ARE TO BE SUBMITTED TWO (2) WEEKS PRIOR TO  
DATE REQUESTED FOR FUNDS OR DATE OF ACTIVITY**

Date: \_\_\_\_\_ Net 15, Net 30: \_\_\_\_\_

Name: \_\_\_\_\_  
(Person Requesting Funds)

Department: \_\_\_\_\_ Account/Dept. # \_\_\_\_\_

Purpose/Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Authorized by Ministry  
Leader: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Requisitions will only be accepted when approved by one of the following persons:

\*Pastor Keith Norman – All Requisitions must be approved by Pastor

\*Terrica Williams – FBC Ministries

\*Fred Norton & Craig Freeman- Building Purchases, Set- Up Crew

Milton Burchfield – Benevolence

*\*Approved requisitions are to be submitted to Finance Office 2-4 weeks prior to date of request for funds or date of activity.*