

# **Wheatland Christian -Purchase Request**

*(Department Chairman is responsible to submit request to finance committee)*

Today's Date \_\_\_\_\_

Church Member Making Request \_\_\_\_\_

Item To Be Purchased: \_\_\_\_\_

Cost: \_\_\_\_\_

Approved/ Denied: \_\_\_\_\_

Department Chairman: \_\_\_\_\_

Item Requested and Reason For Request:

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*(To be signed by department chairman and individual making purchase request)*  
*(Department Chairman is responsible to submit request to finance committee)*