NORTH CREEK Baptist Church

Requisition Form

to request a fund disbursement or
to pre-approve a purchase.

Requested by:	**Submission Date:**

Amount Requested: *(Requests of $2,000 or more must be approved by Church vote.)*

From Which Fund (Select One):

- ☐ Building Maintenance Construction
- ☐ Camp Scholarship
- ☐ Deaconesses Fund
- ☐ Ladies' Expenses
- ☐ Missions Committee
- ☐ Outreach Expenses
- ☐ Short Term Missions
- ☐ Social Committee
- ☐Other (Explain):

Reason / Justification for Disbursement:

Payout Requested Via (Select One):

☐ Check to be received on or before _____/______/2026

Payable to: ____

Or

☐ Requesting purchase by Treasurer to be received by _____/______/2026

Purchased from which retailer: ________________________________

Retailer Contact info (phone # and/or URL):

Deacon Use Only	*Treasurer Use Only*
Trustee Signature ______________________ Date __________________ Comments	Date Paid ______________ Check # ______________