

**Honey Creek United Methodist Church
Request Purchase Authorization**

RPA#	Date:
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Requested By:	Requestor's Phone:
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Vendor:

Address:

Vendor Phone:

Purpose:

Item	Qty	Unit	Item Description	Unit Price	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				Total	

Finance Committee Approval (Circle One)	Yes	No	Date:
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Approved By:

File name should be: HC plus the requisition number. Example: HC123456