

	LIVING FAITH CHURCH
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WINNERS CHAPEL INTERNATIONAL

REQUEST TOPURCHASE FORM

Requester's Name:

Unit/ Service group:

[illegible]

Amount in Words:

Justification for Request (explain / attach document):

APPROVAL PROCESS

Finance Review:

**Budgeted and
within Budget?**

**Fund Available
Immediately?**

Expense Type

(Y e s / No)

(Yes / No)

**ROF / Welfare /
National
Project /
Reserve**

Initiated by: Unit Head: Print Name, Sign & Date:

Approved by FMC: Print Name, Sign & Date:

Approved by Church Board (CB): Print Name, Sign & Date:

Approved by Audit (AC), or CMC for Capital Projects: Print Name, Sign & Date:

Approved by National Pastor (RP/NP): Print Name, Sign & Date:

Final sign-off by FMC: Print Name, Sign & Date: