



**REHOBOTH FELLOWSHIP OF ATLANTA**  
**REQUISITION FORM**

This form should be submitted to formally request a financial disbursement from Rehoboth Fellowship of Atlanta (RFA), for conducting RFA business. Please complete this form in full and return to a member of the Finance Team or electronically at [Finance@makeroom4me.com](mailto:Finance@makeroom4me.com). Please note that responses may take up to 2 weeks and approval is not guaranteed.

Name of Ministry \_\_\_\_\_ Ministry Leader \_\_\_\_\_

Contact number \_\_\_\_\_ Email \_\_\_\_\_

**REQUEST DETAIL**

Date <small>xx/xx/xx</small>	Request Justification – (Vendor, Item description, quantity, purpose – Please attach all quotes and use the “Justification Notes” area as needed)	Cost (\$\$)
1/1/17	Ex: 6 boxes of Kleenex-Family Dollar- For use during any RFA service/meeting	\$9.50

**JUSTIFICATION NOTES:**

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\_\_\_\_\_  
Ministry Leader’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Finance Member’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Pastoral Team’s Signature

\_\_\_\_\_  
Date Signed