

Purchase Order Request Form

Today's Date: _____ Person completing form: _____

For church Committee/Group: _____

Church Budget Line Item _____

Committee/Group Person making purchase:

Name: _____ Day time Phone: _____

Email: _____

Tax Exempt form needed: yes no

For purchase amounts over \$100:

Item(s) to be purchased: _____

Place of purchase: _____

Estimated purchase amount: _____

Advance check needed: yes no

If yes, make check payable to, including address

Please return receipts/invoices as soon as possible following purchase.

Office Use Only

Completed form received in office: _____

Approved: yes no If no, why: _____

Purchase Order #: _____ date: _____

Budget line item: _____