

Purchasing Department suggest that this form be received at least 10 business days prior to scheduled event

PURCHASE/FUNDS REQUEST

Date Ministry Name Fund Date Required			
Purpose of Purchase/Funds			
Special Instructions			
Vendor/Payee Name Address City/State/Zip Telephone Ship to Attention of Invoice/Receipt Attached	Yes Ministry Director must in	itial and date	
Quantity	Description	Price	Amount
Quantity	Description	11100	111104110
	Total		
	without proper approval signatures are unauthorized.		
Ministry Director Approval		Date_	
Ministry Pastor Approval		Date_	
Finance/Admin Approval		Date_	
Ministry Department	Office Use Only Purchase Order #		
Delivered by:		Date Order Re	c'd