Purchase Order Form

(Required for All Purchases)

Date: _____

Make Check payable to: _____

Address: _____

Date Check Required: _____

Purpose: _____

Quantity	Description	Unit Cost	Total Cost
_____	_____	_____	$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Cost of This Order: $ _____

Requested by: _____

(Ministry Leader)

FOR OFFICE USE ONLY

Approved for Payment by: _____

(Trustee Chairman or Designee)

Approved for Payment by: _____

(Pastor)

CHECK#_____ DATE CHECK ISSUED:_____

NOTE: This Purchase Order must be submitted in duplicate at least seven days in advance to the Chairman of the Trustee Board (or his designee) for his approval before it is forwarded to the Treasurer for payment.