

Purchase and Check Requisition

The Village Presbyterian Church

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Vendor# _____

Name of Co. _____
or Person: _____

Address: _____

When purchasing equipment, the Inventory Change Form must accompany this P&CR.

Charge to Account # _____ Amount \$ _____

Charge to Account # _____ Amount \$ _____

Charge to Account # _____ Amount \$ _____

Date Prepared: _____

Prepared by: _____

Team/Section: _____

For Other Funds
Request for Disbursement Only:

Fund Name: _____

Fund Amount Available: \$ _____

Charge to Account # _____ Amount \$ _____

Charge to Account # _____ Amount \$ _____

Quantity	Item/Service Description	Unit Price	Extension

Attach all appropriate backup documentation

- Prepayment approval
- Purchase and payment approval
- Payment approval

- Check Delivery:
- Mail to Company/
Person at above address
 - Hand deliver _____
 - Other: _____

Invoice #: _____

Invoice Date: _____

Check Due By: _____

Department Chair: _____

Date: _____

Stewardship/Finance: _____

Clerk of Session: _____

Subtotal	
Shipping	
Total	

Treasurer's Information

Received Date _____

Vouched Date _____

Due Date _____

Check # _____

Check Date _____

Check Mailed/

Deliver Date _____

