

Ebenezer A.R.P. Church

PURCHASE ORDER FORM

Revised 6-15-17

- * Must have Finance Committee (Deacons') Approval before making purchase: Fill in all blanks and place in the purchase order folder by Monday afternoon each week.
- * Must have Ministry Leader approval and confirmation of item within ministry budget prior to purchase and/or finance committee approval.
- * After approval and purchase – attach all receipts, bills, packing slips, etc. to the purchase order and place in the purchase order folder by Monday afternoon of each week for payment process.

Thank you, Church Office

Date: _____

PO/Invoice #: _____

Person Requesting: _____
(Please Print)

Requested For: _____
(Group, committee, activity, etc.)

Item(s) Requested: _____

Postage / Shipping Cost: _____ Date Desired: _____ Approx. /Actual Cost: _____

Where Purchasing: _____

Make Check Payable To: _____

Complete Mailing Address: _____

** Pay from attached receipts, invoices, etc.: _____ ** Hold payment for bill, statement: _____

** Will you be picking up this check: _____ ** Office to mail check to: _____

Will Church Be Reimbursed: _____ Complete/Partial Amount: _____ By Whom: _____

Ministry Leader Approval (verbal or written) Approved By (ministry leader): _____

Is request within current budget or within current year approved ministry budget? _____ YES _____ NO

(For Use by the Finance Committee)

Date _____

Approved By: _____ Budget Item _____

_____ Approved

_____ Disapproved

_____ Hold for Further Action