

# Purchase Order

Amount Requested:	
Line Item #	

Contact Name:

PO Date:

Committee Name:
Comments:

Was this item included on your budget request form?  Yes  No

Who will Make the Purchase?

Committee Member Signatures:	Billing & Payment Information: Dated Needed: Vendor Name: Deliver To: Payment Method:
------------------------------	---

Please attach a detailed order form to this PO if applicable.

Pastor's Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
---

Pastor's Comments:
Pastor's Signature:

Finance Committee Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
--

Finance Committee Comments:	
Finance Committee Signatures:	Date Purchased: _____ Date Paid: _____ Amount Paid: _____ Payment Method:

*One purchase order per vendor and Line Item*