

Wesley United Methodist Church  
302 E. Independence  
Shawnee, OK 74804  
405-275-1556

# Purchase Order

PO No. \_\_\_\_\_  
Date \_\_\_\_\_

Person Making Purchase Request \_\_\_\_\_

Store of Purchase \_\_\_\_\_

Date Funds Are Needed \_\_\_\_\_

To Whom Check is to be Written \_\_\_\_\_

**\* ALL Receipts MUST be submitted for reimbursement - NO EXCEPTIONS**  
**\*ALL Purchase Order must have two signatures before turning in to the office.**

ITEM/STORE	DESCRIPTION/ACTIVITY	AMOUNT
<b>TOTAL</b>		

Account Name \_\_\_\_\_ General / Designated\*

Acct. Balance \_\_\_\_\_

### Purchase Order Approval:

Committee Chairperson \_\_\_\_\_  
Signature

Committee Member \_\_\_\_\_  
Signature

\*Please use designated funds before General Budget Funds. Designated funds are to be used not saved. If no designation is made the designated funds will be used.