

PURCHASE REQUEST

<u>NAME OF PERSON / COMPANY CHECK MADE TO:</u>			
<u>STREET ADDRESS:</u>			
<u>CITY, STATE, ZIP CODE</u>			
<u>DETAILED DESCRIPTION</u>			
<i>Important to describe the purpose of the purchase so we can make sure its applied to the appropriate expense category. The total should reflect all shipping and other fees.</i>			
<u>Item</u>	<u>Reason for purchase</u>	<u>Dollar amount</u>	<u>Expense to</u>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Total dollars requested= \$</div>			
<u>Appropriate receipts must be given to accounting.</u>			

<u>Signature:</u>	<u>Date:</u>
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- *Form must be signed and dated.*
- *Submit the form to Treasurer for authorization by the CPC Finance committee. The completed form can be placed in the Accounting box at the church office.*
- *Any purchase request will be done on the basis that the money will come out of the budgeted funds available.*