

PURCHASE/WORK ORDER

Requests for non-budgeted items greater than \$250.00 must have signed Finance Committee pre-approval.

DATE: _____ REQUESTOR: _____

Individual or Committee Chair

Approved: Yes No Approved by: _____

Resource Committee or Council or Pastor

Original: Retained in the office **Copy of completed form:** To Resource Committee Finance Committee

Room/Location Impacted: _____

Work/Issue Requested:

MATERIALS	PRICE	QTY	AMOUNT	VENDOR	NOTES:
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
TOTALS			\$		

Attach original supporting documentation – turn into the Church office Secretary.

OFFICE USE:

Accounting distribution for costs:

Account Code Amount Account Code Amount Account Code Amount

_____ \$ _____ _____ \$ _____ _____ \$ _____

Work performed by:

Work completed on: _____

Comments: _____