



Purchase Order Form

Department Name or Allocated Funds	P.O. Number
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Requested By	Date
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Item Name	Vendor name	Est. Cost	Final Cost	Method of payment
Totals				

Authorized by (Staff or Department Head)

Authorized by (Pastor)

Board Approved *Date*

Instructions for P.O.

- Use one P.O. per purchase. P.O. Number will be assigned by Pastor's Secretary.
- Purchase order should be filled out PRIOR to purchase.
- Fill in Item, Vendor and Est. cost information.
- Obtain necessary approval.
 - \$1.00 - \$49.99 – Department Head
 - \$50.00 - \$500.00 – Pastor
 - Over \$500.00 – Board Approval
- After purchase, fill in Final cost and method of payment (to be billed or credit card)
- Return P.O. and receipts of purchase to Pastor's Secretary for payment.
- **ALL PURCHASES MUST HAVE RECEIPTS**