

Purchase Order Request Form

1. Purchase Order Request Forms for any amount must be submitted for both general budget and designated budget purchases and reimbursements.
2. Purchase and reimbursement requests will not be honored if the items are purchased prior to the issuance of a purchase order number.
3. All forms must be signed by the person actually requesting the funds.
4. Forms must be submitted ASAP but in no event less than seven days prior to the funds being disbursed.
5. Funds will be released based upon current financial conditions. You may want to check with Aaron prior to requesting any funds.
6. All reimbursement checks and requested checks will be through our Bank's online bill payment system. No paper checks will be issued.

Please fill out the form below and submit to Aaron Styron, Financial Administrator. ALL REQUESTS MUST BE SIGNED BY REQUESTOR.

To: Aaron Styron

Name: _____

Amount Requested: _____

Purpose & Content of Purchase: _____

When is Item Needed? _____

How Will Item Be Purchased?

Church Credit Card Store Account Personal Funds Church Check

Account(s) to be Charged (also specify budget or designated) _____

Signature: _____

Date Requested _____

For Office Use Only

Finance Chairman Signature: _____

Date Approved: _____