



Purchase Request Order Form

YOU ARE NOT AUTHORIZED TO ORDER OR PURCHASE **OVER \$200** WITHOUT AN APPROVED PRO

- Please fill out ALL information requested below. INCOMPLETE PRO's will be returned to submitter.
- All PRO's must have the initials of the DEPT. HEAD(s) of the DEPT ACCOUNT(s) to which the expense will be charged. If Dept Head is unsure what Dept is to be charged, please ask the Operations Pastor or Accounting Office BEFORE submitting PRO.
- Submit PRO's to the OPERATIONS PASTOR'S BOX in the workroom. Checks are run on WEDNESDAYS only.
- A copy of the signed PRO will be returned to you after it has been approved. A copy then should be turned in to the Accounting Office with receipts or invoices attached. This will help Accounting to identify the charges & record them correctly & efficiently. Include "REIMB. TO (your name)" on receipts for reimbursement.
- RECEIPTS SHOULD BE FILED IMMEDIATELY AFTER EVERY PURCHASE, including ONLINE (print off confirmations) and PHONE orders (request an emailed receipt) paid with church credit cards. Keep file up-to-date until monthly card statement arrives.

Today's Date: _____

Date Needed: _____

Authorized Purchaser: _____

Dept Acct. to be Charged: _____

Direct Report Initials: _____ Date: _____

Submitted By: _____

Description of Purchase: _____

Total Cost: \$ _____ Exact Amount Estimated Amount

Method of Payment:

- Credit Card: _____
- Charge to vendor to be billed
- Transfer \$ _____ to Dept. Account _____
- Reimbursement now (receipts attached)
- Reimbursement after receipts submitted
- Check needed for \$ _____
- Give check to: _____ Mail check to address below

Name of vendor/payee: _____

Address (if needed): _____

FINANCE OFFICE ONLY:	Purchase Request: <i>Approved</i> _____ <i>Rejected</i> _____ <i>Clarification Needed</i> _____
	<i>Signed:</i> _____ <i>Date:</i> _____