

**Purchase Order Form**

Today's Date \_\_\_\_\_

Ministry: \_\_\_\_\_

Name: \_\_\_\_\_

**Purpose of Purchase:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Quantity | Description | Price    |
|----------|-------------|----------|
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |
| _____    | _____       | \$ _____ |

Total Cost \$ \_\_\_\_\_

How will Purchase be made? (Circle one)

Church Check

Personal Reimbursement

Church ATM / Credit Card

Is it budgeted? Yes  No

Account Budgeted to: \_\_\_\_\_

Expense Approval Accounting, X \_\_\_\_\_ Date \_\_\_\_\_

Expense Approval Ministry Leader X \_\_\_\_\_ Date \_\_\_\_\_