

PURCHASE ORDER

Beck's Reformed Church



Requestor's Name: _____

Contact Number: _____

Date: _____

Requestor's Signature: _____

Vendor: _____

Purpose of _____

purchase: _____

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL

1. This form will be completed for all staff and /or members of Beck's Reformed Church prior to purchasing any items for the church.
2. Complete form and send to the designated Deacons for approval prior to purchase.
3. Purchases under \$200.00 requires one signature.
4. Purchases over \$200.00 requires two signatures.
5. Maintain a copy of Purchase Order for Requestor's records and submit a copy to the Controller of the church with the receipt.
6. Reimbursement will be made bi-monthly. Purchase Order and Receipts will need to be turned into the Controller by the 1st and 15th of each month.

SUBTOTAL

SHIPPING

SALES TAX

TOTAL

Signature

Date

Signature

Date

Line Item Used: _____

Approved by consistory: 7-11-11