



# PURCHASE REQUEST

NUMBER: \_\_\_\_\_

DATE		<b>BILLING METHOD</b>  <input type="checkbox"/> AMEX  <input type="checkbox"/> REIMB CK  <input type="checkbox"/> ADVANCE CK  <input type="checkbox"/> PETTY CASH  <input type="checkbox"/> ON ACCT  <input type="checkbox"/> TRANSFER FUNDS  <input type="checkbox"/> OTHER _____	<b>CARRIER</b>  <input type="checkbox"/> MAIL CK  <input type="checkbox"/> FEDEX CK  <input type="checkbox"/> VENDOR PICKUP CK  <input type="checkbox"/> GIVE CK TO _____
DEPT NAME	ACCOUNT		
EVENT			
REQUESTED BY			
VENDOR NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____			

RECEIPT DATE	DESCRIPTION	AMOUNT
If this was a meal...	Who were you with? _____ What was the church purpose? _____	
REQUEST RECEIVED & APPROVED BY:  Date _____		TOTAL _____

Main Street Restaurant  
6332 Business Drive  
Suite 528  
Palo Alto California 94301  
575-1628095

Fri 04/07/2017 11:36 AM

Merchant ID: 9hqjxvufdr  
Terminal ID: 11111

Transaction ID: #e6d598ef  
Type: CREDIT

PURCHASE

Number: XXXXXXXXXXXXX0041  
Entry Mode: Swiped  
Card Type: DISCOVER

Response: APPROVED  
Approval Code: 819543

Sub Total USD\$ 25.23  
Tip: 3.78

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Total USD\$ 29.01

Thanks for supporting  
local business!

THANK YOU