




# PURCHASE REQUEST

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

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

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