



# 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  _____

