

# Purchase Request Form

River Oak Grace Community Church

Please check one: ☐ Check for reimbursement ☐ Business Invoice ☐ ROG Credit Card ☐ \_\_\_\_\_

**All Requests Must Be Approved Prior to Purchase.**

**If not pre-approved you may be held responsible for balance due.**

Your Name: \_\_\_\_\_ Ministry/Group: \_\_\_\_\_

Ministry/Group Leader (if different): \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Date Required: \_\_\_\_\_ Your Phone #: \_\_\_\_\_

**Please submit all requests by 11:00 AM on Monday, for PO to be considered that week. NO EXCEPTIONS**

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To order materials, books etc. please attach separate sheet of detail from their web site, or shopping cart detail of what you would like to purchase.

**Vendor Name** (or person check is to made out to) \_\_\_\_\_

Address: \_\_\_\_\_

Number requested: \_\_\_\_\_ Price each: \_\_\_\_\_ Subtotal: \_\_\_\_\_

Tax: \_\_\_\_\_ Shipping: \_\_\_\_\_

**Total amount requested:**

Your Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Account Title	Account Number	Amount	Account Balance

Department approval: \_\_\_\_\_

Date: \_\_\_\_\_

Financial approval: \_\_\_\_\_/\_\_\_\_\_

Date; \_\_\_\_\_

*For purposes of budget and cash flow management, this purchase order is valid for 21 days from the date of approval.  
Please submit a new purchase order if this one has expired.*