PURCHASE ORDER

Williams Boulevard Baptist Church

MINISTRY AREA REQUESTING PURCHASE ORDER:_____

DATE: _____

PURCHASER:_____

VENDOR: _____

METHOD OF PAYMENT:

CHURCH CHECK: _____

Check No: **_____**

REIMBURSEMENT : _____

Payable to: **_____**

CHURCH CREDIT CARD: _____

DATE CHURCH CHECK IS NEEDED: _____

BUDGET AREA	QUANTITY	DESCRIPTION	AMOUNT
		TOTAL	**$**

Approved by Ministry Area Director: _____

Approved by Church Administrator: _____

Not Approved: _____
Reasons Why:
_____
_____