



VB Purchase Order/Check Request Form

Overseer Curtis L. Johnson, Senior Pastor

Date Submitted:

Date Required:

Please complete, have the Department Director/Ministry Coordinator sign and place in the Church Administrator's inbox

Please submit request for payment at least two week in advance!

Purchase Order/Check Requests **will be reviewed before approving** by the Church Administrator to determine:

- a. If the request is an authorized budget expenditure and whether or not funds exist in the general fund to make the requested purchase
- b. Whether or not the expenditure falls within priority of expenditures as designated by the Senior Pastor and Executive Council
- c. Checks will be issued only when a vendor will not accept a purchase order and for approved personal reimbursements. Checks will be available on Thursdays after 1:00pm.

Request Information

Please print

Ministry Name

Name payable to

Address

Purpose

Amount Requested

\$

Invoice or Receipts attached?

Yes No

Requestor's Name

Authorization

Approved

Yes No

Department Director

Date

Approved

Yes No

Ministry Coordinator

Date

Approved

Yes No

Church Administrator

Date

Office Use Only (please do not write below this line)

Purchase Order #

Check #