

Saint Andrew Lutheran Church Purchase Order

Date Requested:		Date Needed:	
Ministry Name:			
Person Requesting:		Requestor Phone #	
G/L Account Description:		G/L Account Number:	

INSTRUCTIONS: Fill out the top portion of the form. Use the General Ledger Account List booklet to find the correct account number. If this is a Repeating Purchase Order circle the " YES" below and indicate how often/ how many times the purchase will be made (weekly, monthly, as needed, 10x). Complete the description of what should be purchased, the price, the quantity and the supplier/vendor information if known. Or to save time, you can attach a quote, a copy of a catalog page, or a screenshot of an internet page that shows what you want purchased. Additional pages can be attached if needed. Have the Ministry Chair approve the Purchase Order so they will not have to sign off on the invoice for payment.

Is this a repeating Purchase Order?	Yes or No	How often or how many times will the purchase be made?
-------------------------------------	-----------	--

Description of item #1 to be purchased:			
Price:		Quantity:	
Recommended Supplier/Vendor:			
Supplier/Vendor website:		Phone Number:	

Description of item #2 to be purchased:			
Price:		Quantity:	
Recommended Supplier/Vendor:			
Supplier/Vendor website:		Phone Number:	

Other Instructions and information:			

Ministry Chair Approval	Date:	
-------------------------	-------	--