

- Purchase Order process
 - o Sample

WHITESBURG
BAPTIST CHURCH

6806 Whitesburg Drive, Huntsville, Alabama 35802-2299

Check one. If Give
Check to: write name of
person to receive it.

Mail check

Give check to: _____

Finance Office use only

PURCHASE ORDER

P.O. Number _____

VENDOR: To Whom Should Check be written
or if a VISA - Card Holder's Initials

(Name) _____ example: VISA - PS

(Address) _____

(City, State, Zip) _____ May need to provide Invoice # or other info

(Phone, Fax, Sales Rep) _____

Today's Date _____

Date Approval Needed _____

Check Request

Date Check Needed _____

Merchandise Request

Must Be Ordered By _____

Date Order Placed _____

| Org Code | Exp Code | Project Description | Item Description/Part Number | Amount |
|----------|----------|---------------------|------------------------------|--------|
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Reason for Purchase _____

REQUESTED BY: Administrative
Assistant's signature

DEPARTMENT HEAD APPROVAL:
Lead Team or Ministry Director's
signature

ADMINISTRATION APPROVAL:
Finance Office use only

ENTERED RECEIVED A/P

DO NOT WRITE BELOW THIS LINE -- ACCOUNTS PAYABLE USE ONLY

VENDOR NUMBER _____

INVOICE NUMBER _____

INVOICE AMOUNT _____

DISCOUNT AMOUNT _____

DUE DATE _____

DISCOUNT DATE _____

INVOICE DATE _____

| G/L DISTRIBUTION | AMOUNT |
|------------------|--------|
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| | |
| | |

Finance Office use only

DATE PAID _____ **CHECK NUMBER** _____

White - Finance Office
Canary - Purchasing Office
Pink - Approval Request

Rev. 4/2015