

PURCHASE ORDER FORM (02/17)

(required for purchases over \$100)



If you would like to purchase something costing more than \$100 on behalf of Grace Church or School, please complete this form and obtain approval from an appropriate Grace employee or a Board or Committee chairperson, before you make the purchase. Please submit the approved form to the Business Office.

I would like to purchase:

This purchase is for (Board, Committee, event, e.g., Stewardship, A Graceful Evening, Cantata):

Estimated cost of purchase: \$ _____

Is the cost part of this year's approved budget or part of another approved purpose: Yes ___ No ___

I'd like to purchase this item from: _____
(Please provide the seller with Grace's Illinois sales tax exemption letter; also, if purchasing through Amazon, please use *Amazon Smile* to make your purchase, so Amazon will make a contribution to Grace.)

I'd like to make the purchase by: ___/___/_____

I have attached some supporting documentation (e.g., catalog, description): Yes ___ No ___

Person requesting approval: Name: _____

Signature: _____ Date: ___/___/_____

Person approving the request: Name: _____

Signature: _____ Date: ___/___/_____

Please Submit To Business Office -- Business Office to Complete Below Information:

Account number this purchase will be posted to __. _____ Account name _____

Description _____