

Pasadena Community Church

BUDGET FUND PURCHASE REQUEST FORM

Date of request: _____

Name of requestor: _____

Requested item and purpose: _____

Cost (approximate): _____

General ledger account number: 001- _____

WHO IS TO BE PAID: _____

Address (if not on file): _____

Method of payment: _____

PCC VISA _____ PCC Charge Account _____ PCC Check _____ Other _____

Check handling: _____

Mail check to payee: _____ Give check to: _____ Hold check: _____

Approved by Budget Center manager: _____ Date: _____

Approved by Accounting: _____ PO #: _____ Date: _____

Submitted for payment: _____ Date: _____

Other instructions:

1. This form should be completed and approved PRIOR to ordering or purchasing any item or service for PCC. Bring the completed form to the Budget Center Manager for account coding and approval.
2. Once approved, the request is forwarded to accounting for approval. A purchase order number will be assigned to the request and an approved purchase order form will be attached to the request. Please allow 24 hours for this approval to be completed.
3. The Budget Center Manager will contact the requestor when all approvals have been completed. THEN the service or purchase may be completed.
4. When the invoice or bill is received, attach it to the approved request and P.O. forms and give it to the accounting office for payment. Bills and invoices received by mail without this paperwork and approvals will not be paid.