

Pasadena Community Church

PURCHASE REQUEST FORM FOR DESIGNATED ACCOUNTS

Date of request: _____

Name of requestor: _____

Requested item and purpose: _____

Cost (approximate): _____

General ledger account number: 003 - _____

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: _____

Accounting: _____

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 Financial Secretary for approval.
2. The Financial Secretary will return a signed copy of this request to the requestor when all approvals have been completed. THEN the service or purchase may be completed.
3. When the invoice or bill is received, attach it to the approved request, and give it to the accounting office for payment. Bills and invoices received by mail without the approved paperwork will not be paid.