Emmanuel
BAPTIST CHURCH
Making Friends, Serving Others, Sharing Jesus
719 N. Kansas Weatherford, OK 73096 (580)772-3413
email: ebcweatherford@sbcglobal.net ebcweatherford.com

REQUEST FOR PURCHASE ORDER APPROVAL

Person Requesting PO _____ Date_____

Department/Organization_____ Date Needed_____

Items will be Purchased at _____

Quantity	Product #	Description	Price
		Total Amount Requested	0

List description of each item needed. Include individual items and their prices, if possible. Purchase Order Requests will be reviewed on Wednesdays and Sundays. If Request is not approved, you will be contacted.

Treasurer's Approval:

*Amount Approved $*_____ *Amount Not Approved $*_____

*Notes*_____

Treasurer's Signature _____ *Date* _____

Submit Print Clear Form