GLORY CHRISTIAN FELLOWSHIP INTERNATIONAL

Pastor Alton and Judith Trimble

SUPPLY PURCHASE REQUEST AND AUTHORIZATION FORM

TYPE OF REQUEST: [ ] General P.O./P.R. [ ] Credit Card [ ] Reimbursement [ ] Advance** [ ] Petty Cash** **Turn in CASH ADVANCE/PETTY CASH FORM

DEPARTMENT /COMMITTEE: _____ DATE NEEDED: _____

DIRECTOR/COMMITTEE CHAIRPERSON: _____

EVENT/PURPOSE: _____

REQUESTOR'S SIGNATURE (Directors or Co-Director's Only) _____ DATE: _____

ITEMS NEEDED:

VENDOR: _____ (ONE VENDOR PER REQUEST PLEASE)

ITEM #	DESCRIPTION	QUANTITY	PRICE
		TAX	
		TOTAL	

CHECK REQUEST DETAIL

PAYABLE TO: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

AMOUNT: _____ [ ] Actual (attach receipt or invoice) [ ] Estimate

[ ] Pick Up [ ] Mail to address above [ ] Other_____

FOR ADMINISTRATIVE USE ONLY

IS REQUEST IN APPROVED BUDGET? _____ ADMINISTRATIVE SIGNATURE: _____ DATE: _____

ORDER WILL BE PLACED ON: _____ REQUEST DENIED BECAUSE: _____

FOR ACCOUNTING USE ONLY

G/L DISTRIBUTION	AMOUNT	JOB CODE	
			DATE DUE:
			DATE ENTERED:
			PURCHASE #:
			DATE ISSUED:
			CHECK NUMBER:
			PROCESSED BY:

Please submit to the church office prior to making purchases or commitments. A minimum of five business days lead time is necessary for your request to be processed.
You may FAX this form to the church office at (310) 538-9244.

09/17/02

Top copy- Department Director Yellow Copy – Administration Pink – Accounting