



## Trustees Purchase Request Form

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To avoid miscommunication within our church, and to ensure that all the proper people are informed, this form must be completed, then submitted for approval, before a purchase is made for the church (costing \$100 or more). The signatures of all Trustees and Finance committee members are required for approval, so please allow 2 weeks before purchase is made. Please note that reimbursement will not be permitted without a copy of this signed Approval Form and attachment of original receipt/s.

ITEM/S REQUESTED FOR PURCHASE: \_\_\_\_\_

PLEASE INCLUDE A DETAILED DESCRIPTION (AND DIMENSIONS OF ITEM/S IF NEEDED):

\_\_\_\_\_  
\_\_\_\_\_

TOTAL NUMBER OF ITEMS BEING PURCHASED: \_\_\_\_\_

TOTAL COST OF ITEM/S (INCLUDING DELIVERY): \$ \_\_\_\_\_

PURPOSE OF PURCHASING ITEM/S: \_\_\_\_\_

\_\_\_\_\_

NAME OF COMPANY WHERE ITEM/S WILL BE PURCHASED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_)-\_\_\_\_-\_\_\_\_\_

DID YOU GET OTHER ESTIMATES BEFORE CHOOSING THIS COMPANY? YES\_\_\_ NO\_\_\_

IF YES, PLEASE LIST:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

DOES ITEM COME WITH A WARRANTY OR GUARANTEE? YES\_\_\_ NO\_\_\_

IF YES, PLEASE DESCRIBE TERMS: \_\_\_\_\_

WHAT IS THIS COMPANY'S RETURN POLICY: \_\_\_\_\_

\_\_\_\_\_



Trustees Purchase Request Form

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NAME OF PERSON SUBMITTING FORM: \_\_\_\_\_

DATE: \_\_/\_\_/\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

SIGNATURES OF TRUSTEES

SIGNATURES OF FINANCE COMMITTEE

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PROJECT HAS BEEN: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_