



## Purchase Request Form

### Instructions:

- 1) Section 1: Process the Purchase Request Form a minimum of 30 days in advance of the requested date for funds or the date for payment to a vendor or ministry.
  - 2) Section 2: Obtain approval for expenditure prior to commitment of Love City Church funds or prior to making purchases for which reimbursement is expected.
  - 3) Section 3: Retain a copy of the approved Purchase Request Form. After receiving approval and funds have been spent/charged, complete the lower portion of the Purchase Request Form. Attach receipts/invoices and submit it to the Financial Department to "clear" the advance. Keep a copy of all documents for your records.
- Note: If the "advance" (cash or check) was greater than the expense, attach a personal check or cash to cover the difference. Submit receipts/invoices within two weeks of the expenditure to "clear" the expense.

Section 1: Request for Expenditure				
Method of Payment Requested: <input type="checkbox"/> Check <input type="checkbox"/> Cash				
Date of Request	Go Team / Connect Group	Requested Date for Payment	Estimated Total Amount \$	Make Check Payable To
Purpose for Expenditure:				
Date Submitted	Requester: Print Name	Requester: Signature		

Section 2: Review/Approvals			
Date	Responsible Pastor's Review/Approval	Date	Final Approval: Pastor Josh Wrabel

Section 3: Expenses Incurred (attach receipts)			
Date of Purchase/ Service	Items Purchased/Services Provided	Actual Amount \$	Vendor/Supplier/Provider
Date Submitted	Requester: Print Name	Requester: Signature	