

Purchase Request – Local Purchases

St. Francis of Assisi Catholic Church
 850 Douthit Ferry Road
 Cartersville, GA 30120

Office: 770-382-4549
 Fax: 770-386-4506

This form is to be used to obtain approval **before** making any purchases for which the Church will be financially responsible. The Business Manager or the Pastor must sign this approval form prior to any purchases being made. **Please submit your request at least 2 weeks in advance for approval.** Purchases will be made by the requestor upon approval of this Request. A Check Request should be submitted with original receipts after the purchase has been made.

Date of Request: _____ Requested by: _____

Ministry/Dept.: _____ Account to be charged: _____

Needed by: _____

Quantity	Description	Unit/Item Cost	Total Cost

Tax, if applicable _____
TOTAL COST _____

Approved by:

_____ Date: _____
 Business Manager

_____ Date: _____
 Pastor

<p>Budgeted? ____yes ____no</p> <p>If not, what budget item will be reduced to compensate? _____</p> <p>_____</p> <p>_____</p>
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Request denied by: _____ **Date:** _____

Reason for denial: _____

RETURN FORM TO REQUESTER AFTER APPROVAL. ORIGINAL APPROVED FORM MUST BE SUBMITTED WITH THE CHECK REQUEST FOR REIMBURSEMENT.