

PURCHASE ORDER

AMOUNT* \$

Name*

Address*

Email

Phone Number*

Name of Payee (if different than requestor)

Address of Payee (if different than requestor)

Reason for check*

Receipt included*

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

If no, please explain

Do not complete below - for trustees only

Approved

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

Approved by / Reason for denial

Budgeted item

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

If not budgeted, explain

Budget Code / Line Item

* Required field

Instructions:

Please submit purchase order requests to Steve Hoidalen or Chris Metcalfe in advance of purchase.

Steve Hoidalen

(860) 726-3589

SHoidalen@yahoo.com

Chris Metcalfe

(860) 305-4352

cmecalf@cbre-ne.com

Bethany Lutheran Bretheren Church
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