Greater Community Church of God in Christ

406 Roswell Street * Marietta, GA 30060 * Tel: 770-590-8510

PURCHASE ORDER

DATE:	
MINISTRY/REQUESTOR NAME: _____ _____	

VENDOR/STORE NAME

ADDRESS	
CITY, STATE, ZIP	
CONTACT NAME	
PHONE	

Product / Purpose	Reason for purchase request - intended use of product or service

Event Name	

Item Number	Item Description	Quantity	UNIT PRICE	LINE TOTAL
If appropriate or known	*Brief description*	*How many?*	*Price per unit*	
			SUBTOTAL	
			TOTAL	

Ordered by (Full Name)	
Phone#, ext.	
Department Name	
Budget/Program to be Charged	
Budget Line Item e.g. Supplies, etc.	

Signature_____

Authorized_____ **Date**_____

Updated May 2014