

**Immanuel Presbyterian Church**

**PURCHASE ORDER**

9252 E. 22<sup>nd</sup> Street  
 Tucson, AZ 85710  
 Phone (520) 296-2253 Fax

**DATE:** \_\_\_\_\_

**Session Team:** \_\_\_\_\_

**VENDOR:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

PERSON INITIATING	REIMBURSEMENT?	IPC CREDIT CARD?	IPC CHECK?
	Y N	MC COSTCO	Y N

Account	DESCRIPTION	TOTAL

**Payment should be:**      **Mailed**    **Held for Distribution**

**Other Instructions:**

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. In advance of a purchase fill in all appropriate boxes
2. Have Session Team Leader review and sign authorization
3. Place order
4. Packing slips/Invoices s/b checked off; signed & dated received.
5. Attach Receipt; Packing Slip; Invoice
6. Put in Treasurer Mail Slot for payment processing.

**Purpose of Purchase:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Authorized By Session Team Leader      Date**