*Immanuel Presbyterian Church*

# PURCHASE REQUEST


9252 E. 22nd Street
Tucson, AZ 85710-7316
Phone : (520) 296-2253
Fax : (520) 296-8541
Email : info@immanuelpc.org
Web : www.immanuelpc.org


Request Date : _____
Order Date : _____
Requested by (team) : _____
Originator : _____

Supplier (remit) : _____
Address 1 : _____
Address 2 : _____
City : _____
Phone : _____

Contact : _____
Phone : _____
Email : _____
State : _____ ZIP : _____

| REIMBURSEMENT | PAYMENT (Credit - Check - EFT) |
|---|---|
| Yes : ☐ Name : _____ | ☐ ☐ ☐ |

**PAYMENT DISTRIBUTION**

Held : ☐ for : _____ Mailed : ☐

| Account # | Qty | Item | Cost | U/M | Ext Cost |
|---|---|---|---|---|---|
| | | | | | $ 0.00 |
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| | | | | | $ 0.00 |

1. In advance of purchase fill in all appropriate fields.
2. Have Session Team Leader authorize, then place order.
3. Packing Slips & Invoices s/b checked, signed and dated when received.
4. Attach receipts, Packing Slips, and Invoices.
5. Place in Treasurer's mail slot and allow 10 days for payment processing.

| | |
|---|---|
| SUBTOTAL : | $ 0.00 |
| SALES TAX : | |
| S/H : | |
| OTHER : | |
| TOTAL : | $ 0.00 |

rev 180415

_____ Authorization

_____ Date