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
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
			SUBTOTAL :		$ 0.00
			SALES TAX :		
			S/H :		
			OTHER :		
			TOTAL :		$ 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.

rev 180415 _____ Authorization _____ Date