

**MONSON COMMUNITY CHURCH  
PURCHASE ORDER REQUEST**

~~~~Attach Detailed Item(s) list to the form if needed~~~~

1. NAME: \_\_\_\_\_ DATE \_\_\_\_\_

2. MINISTRY: \_\_\_\_\_

3. NATURE OF PURCHASE: \_\_\_\_\_

4. ESTIMATED AMOUNT OF PURCHASE: \_\_\_\_\_

5. JUSTIFICATION FOR PURCHASE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. MINISTRY TEAM LEADER COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. MINISTRY TEAM LEADER APPROVAL: \_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_

Church Office Approval: \_\_\_\_\_ PO # \_\_\_\_\_  
(Signature and Date)

COMMENTS: \_\_\_\_\_

ADDITIONAL APPROVAL (Pastor or Finance) :  
\_\_\_\_\_  
(Signature and Date)

Comments: