



Purchase Order

Prior to any purchase, please complete this form and submit it for approval to the Treasurer via email (see below) or place it in the Treasurer's mailbox by the First Church Office.

For reimbursement after an approved expense, please complete this form and attach the invoice or the receipts. Thank you!

Your Name

Please pay:

Name: _____

Street: _____

City, State, Zip _____

Account to be paid against:
(See back for listing of accounts)

Amount

Description

Authorized Signature

Date

Please note that funding is dependent upon

- Budgeted funding that remains for that specific line item
- A determination that our projections for income received are sufficient to cover the expense.

If there is not sufficient funding available, the person authorizing the purchase will be contacted within a week.

Thank you,

Debbie Staub, Treasurer
debbiestaub@comcast.net

Account Listing

Please use this list to indicate the account to be paid against on the front of the Purchase Order

Christian Education:

- Crib Room
- Sunday School Curriculum
- Vacation Bible School
- Youth Activities

Membership and Body Life:

- Family Night
- Hospitality
- Membership

Music and Worship:

- Decorating
- Instruments
- Technology
- Sacraments

Facilities:

- Church Building
- Church Grounds
- Sexton Supplies
- FLC Sexton Supplies

Parsonage

Office Supplies

Discretionary Funds

- Deacon Discretionary Funds
- Pastoral Discretionary Funds
- Youth Discretionary Funds

Other: Please Specify