

Wesley United Methodist Church
302 E. Independence
Shawnee, OK 74804
405-275-1556

Purchase Order

PO No. _____
Date _____

Person Making Purchase Request _____

Store of Purchase _____

Date Funds Are Needed _____

To Whom Check is to be Written _____

*** ALL Receipts MUST be submitted for reimbursement - NO EXCEPTIONS**
***ALL Purchase Order must have two signatures before turning in to the office.**

ITEM/STORE	DESCRIPTION/ACTIVITY	AMOUNT
TOTAL		

Account Name _____ General / Designated*

Acct. Balance _____

Purchase Order Approval:

Committee Chairperson _____
Signature

Committee Member _____
Signature

*Please use designated funds before General Budget Funds. Designated funds are to be used not saved. If no designation is made the designated funds will be used.