

Today's Date _____

West County Assembly of God
Purchase Order (Advance Approval Form)

PO#

Name of Payee _____ Phone _____

Address of Payee _____ City _____ State/Zip _____

Amount of Expense _____ Date Needed _____

Description of Expense _____

Department & Account description to be charged _____

Is this expense in your 2006 budget? _____ Account # _____

How will this expense be paid for? (church check, church account, credit card, etc.) _____

Person filling out this form _____

Approved by _____ Pastoral Staff _____ Dept. Head _____

Admin. Pastor _____ Treasurer _____ Deacons _____ Date approved _____