



# ***Form Instructions***

Order No: This block to be completed a member of the Budget Request and Review Committee only.

Enter an Order No. only when required or requested by the Budget Preparation Committee

To: Enter the organization/agency/company (Name and complete Address) the items are being requested from.

Date: Enter the current Date. (Today's Date)

**Due Date:** Enter the date the check is needed.

Ship via: Enter the method of shipment being requested. (UPS, USPS, FEDX, etc.)

Terms: Enter the terms of the proposed purchase agreement.

Item Number: Enter the sequential item numbers of the items being requested.

Quantity: Enter the quantity of items being requested. (i.e. 4 ea., 4 pkg., 4 bxs., 4 bgs., etc.)

Description: Enter the complete description necessary to order the item.

Price: Enter the price per item (ea, bx, pkg etc.) ordered in the Quantity column.

Total: Total (Quantity X Price) of items ordered in this row.

Purchase Total: Total all items in this column.

Requesting Department: Enter the department name making the request. (i.e. Layman, Youth, Ushers, etc.)

Requestor's Printed Name: Enter the printed/typed name of individual signing the request.

Requestor's Signature: Signature of the individual making the request.

Approving Authority: This block to be completed by the Budget Preparation Committee Only. This purchase order is not valid without a proper signature in this block. Enter the signature of the Approving Authority.

Printed Name of AA: Enter the printed/typed name of the person whose signature appears above.

Taxes, Shipping & Other Fees: Enter any Taxes, Shipping or Other Fees That Apply

## ***Distribution***

Distribution/ Prepare form in 3 copies.

Form Flow: 1 - All three sent to Budget Review. Keep the returned copy (until approval/disapproval).

1 - kept by Budget Review (18 mos for disapp/5 yrs for appvl.) and 2 sent to Budget Preparation.

1 - kept by Budget Preparation (18 mos for disapp/5 yrs for appvl.) and 1 sent back to Requestor.

## ***Form Labeling Description***

Description of Form  
Number and Name

SJMBC = St. John's Baptist Church  
Numbers 1000-1999 = Education and Legal  
Numbers 2000-2999 = Budget Preparation & Request  
Numbers 3000-3999 = Marketing and Subscription  
Numbers 4000-4999 = Accounting & Reports