



St. John Baptist Church  
5445 Greenwood Drive – Corpus Christi, TX 78417

# PURCHASE ORDER

(No funds will be obligated prior to the respective Director (or designee) and Treasurer's approval)

Ministry \_\_\_\_\_ Account Number \_\_\_\_\_

Payable To: \_\_\_\_\_ Is this a Project Officer? ☐ Yes ☐ No

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Needed \_\_\_\_\_

☐ I will pick up the check when it is ready  
☐ Please mail the check to the address shown.

QTY	DESCRIPTION	UNIT COST	TOTAL COST
<div> Tax Exempt information is to be provided by Bookkeeper.  <input type="checkbox"/> Check here if special tax exempt information (i.e., exempt card) will be needed. </div>		SHIPPING AND HANDLING	
		TOTAL AMOUNT	

## COORDINATION (Must be completed prior to turn-in)

	SIGNATURE	DATE
REQUESTOR		
DIRECTOR OF MINISTRY		
SENIOR PASTOR (If over \$1,000)		

## TO BE COMPLETED BY CHURCH ADMINISTRATION STAFF

Are there designated funds for this ministry? \_\_\_\_ Yes \_\_\_\_ No If yes, Amount Designated \$ \_\_\_\_\_  
Are funds requested budgeted and available? \_\_\_\_ Yes \_\_\_\_ No If no, explain \_\_\_\_\_

Date PO Received:	Date PO Processed:	Debit or Credit Card Confirmation#	Check Number:
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## TO BE COMPLETED BY TREASURER (OR DESIGNEE)

Date Approved:	Date Rejected:	Signature:
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REMARKS/REASON FOR REJECTION:

**Additional Items:**

<b>QTY</b>	<b>DESCRIPTION</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>

**PLEASE READ:**

- **The tax-exempt number should be given to ministry leaders and project officers; however there are some vendors such as WALMART and OFFICE DEPOT that require a tax-exempt card. If you intend to purchase from these vendors, please contact the Bookkeeper to obtain the tax-exempt card. Remember, ST. JOHN DOES NOT REIMBURSE FOR SALES TAXES.**
- **All receipts and unspent money must be returned to the Bookkeeper no later than 15 days after this project is done. FINANCE RESERVES THE RIGHT TO WITHOLD ANY FURTHER FUNDS UNTIL OUTSTANDING PO'S ARE CLOSED. A PO is considered closed when all receipts and money have been turned in to the Bookkeeper.**