

**COKESBURY UNITED METHODIST CHURCH**  
**PURCHASE REQUEST FORM**

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please list the items this request pertains to (include price, tax, shipping and total cost):

|   | Item..... | Price..... | Tax..... | Shipping..... | Total |
|---|-----------|------------|----------|---------------|-------|
| 1 | _____     |            |          |               |       |
| 2 | _____     |            |          |               |       |
| 3 | _____     |            |          |               |       |
| 4 | _____     |            |          |               |       |
| 5 | _____     |            |          |               |       |
| 6 | _____     |            |          |               |       |

Total Amount of Request: \$ \_\_\_\_\_

Support Documentation Attached?

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

YES NO

Account Number: \_\_\_\_\_

Use account reserves if available? YES NO

**Allow as much lead-time as possible, minimum 2 weeks**

Comments: \_\_\_\_\_

---

Finance Committee – Date \_\_\_\_\_ Approved / Disapproved

Finance Chairperson Signature: \_\_\_\_\_