

Statement of Purchase

Name of business from which purchase was made: _____

Name of person making purchase: _____

Budget line item from which expenditure is to be paid: _____

Amount of purchase: _____

Invoice number (if available): _____

Description or list of items purchased

Check one of the following:

_____ Pay from this invoice

_____ Items have been received or work completed so bill may be paid when it arrives

_____ Call me at _____ to verify the bill is ready to pay

_____ This item has been paid for and should be reimbursed to: _____
(a receipt is attached showing purchased items and amount)

_____ Prepay from this statement of purchase

Was this item charged to the Church credit card? _____