

Concord Christian Church  
**PURCHASE APPROVAL FORM**

**Ministry:** \_\_\_\_\_

Dept    Acct

Estimated Cost

\$ \_\_\_\_\_

**Actual Cost without NC Tax**

\$ \_\_\_\_\_

Dept    Acct

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Dept    Acct

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Purpose of Purchase**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE USE ONLY	
NC Tax 5.75%	\$ _____
Cab Tax 2.0%	\$ _____
Food Tax 2.0%	\$ _____
Other Tax _____	\$ _____
<b>Total Tax</b>	<b>\$ _____</b>

**Total Invoice** \$ \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Charge to Church Credit Card Type: \_\_\_\_\_

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Print Name of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Approver

\_\_\_\_\_  
Print Name of Authorized Approver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Minister (>1000)

\_\_\_\_\_  
Print Name of Executive Minister

\_\_\_\_\_  
Date

\_\_\_\_\_  
\$2500 or more; Signature of Elder over Ministry

\_\_\_\_\_  
Print Name of Elder over Ministry

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	