

Concord Christian Church PURCHASE APPROVAL FORM

Ministry: _____

Estimated Cost

Actual Cost without NC Tax

Dept.

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 Acct.

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Dept.

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 Acct.

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Dept.

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 Acct.

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Purpose of Purchase

NC Tax

Total

If to be charged to a church credit card, which one? _____

If not, make check payable to: _____

Address: _____

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

Rev. 01/17/11

FOR OFFICE USE ONLY