

LIFECHURCH

ASSEMBLY OF GOD

Date: _____

Check #: _____

PURCHASE REQUEST VOUCHER

Credit Card Used: _____

Store Purchased From: _____

Amount: \$ _____ Acct # to be charged: _____

Amount: \$ _____ Acct # to be charged: _____

Amount: \$ _____ Acct # to be charged: _____

Item(s) purchased: _____

Purpose or Function: _____

REQUESTED BY: _____ Date: _____

APPROVED BY: _____ Date: _____

(Department Head)

APPROVED BY: _____ Date: _____

(Lead Pastor)

NOTE: Please attach receipt & return to office for Lead Pastor's signature.

***** Items over \$250 must be pre-approved by Lead Pastor. *****

Notes:
