

HOLY TRINITY CATHOLIC CHURCH

Purchase Approval Form

I am requesting approval for the following purchase(s) which is expected to be greater than \$250. *Purchases less than \$250 do not require a form, but submission of receipt(s) within 5 business days from purchase is expected.*

Name of Person Requesting Approval

Date of Request

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Amount of Requested Purchase (estimated)

Ministry/Expense Account (see Bookkeeper w/ questions)

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Proposed Merchant/Payee Name

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Website

Telephone number

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Street Address

City, State Zip Code

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Description of Requested Purchase and Intended Purpose: (You may attach a detailed description obtained from intended online vendor, catalog, etc.)

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Please select Purchase Type:

- ☐ Check request to merchant - attach receipt(s)
- ☐ Original invoice payment - attach invoice
- ☐ Credit Card purchase - attach receipt(s)
- ☐ Charge to open credit with local vendor - attach receipt(s)
- ☐ Personal reimbursement - attach receipt(s)

By signing below, I am submitting a request for purchase in the estimated amount detailed above and am confirming that is included in the budget for the current fiscal year (see Bookkeeper if questions on what is included in budget). I understand I am expected to remit a receipt(s) or invoice(s) as checked a within 5 business days of purchase attached to this approved form. I understand that by using the church credit card without prior authorization of expense or failing to submit receipts within 5 business days may result in revocation of the use of the church issued credit card. I also understand that failure to follow all purchase requirements outlined in the Parish Financial Policies and Procedures may result in denial of reimbursement request.

Requested by

Title

Date

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Authorized Signature of Approval

Title

Date

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After receiving approval signature above, keep this form in your possession and proceed with purchase. Within 5 business days of purchase, requestor must turn in this form with the appropriate documents (receipts or invoices) to the Parish office or the Bookkeeper.