

Purchase Report

Bethel Lutheran Church
702 Alcott Ave. W.
Fergus Falls, MN 56537
Sales Tax Exempt No. 20413

INSTRUCTIONS:

Fill in lines 1 thru 7, attach sales receipts or invoices and turn them into the office.

If purchase exceeds \$50.00, please obtain approval from staff or lay person who oversees your ministry.

Be sure to indicate which line item of your ministry budget this is charged to.

If you wish to be reimbursed personally, fill out #7 completely.

1. BUYERS NAME (please print) _____

2. BUYERS SIGNATURE _____

3. DATE OF PURCHASE _____

4. PURCHASED FROM _____

5. PAID FOR PERSONALLY _____ CHARGED TO CHURCH _____

CHARGED TO CREDIT CARD _____ CHASE WALMART

6. DESCRIPTION AMOUNT

(A.) _____

(B.) _____

(C.) _____

(D.) _____

(E.) _____

6. TOTAL AMOUNT _____

7. REIMBURSE NAME: _____

ADDRESS: _____

8. FUND/ACCOUNT TO DEBIT _____

9. APPROVAL SIGNATURE (for purchases of \$50.00 or more)

*****PLEASE RETURN TO THE ADMINISTRATOR FOR PAYMENT OF THIS PURCHASE*****