

# 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\*\*\*\*\*