



Bethel Church

Purchase Report

Bethel Lutheran Church
702 Alcott Ave. W. Fergus Falls, MN 56537
112 W Main St. Battle Lake, MN 56515
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 \$500.00, 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 #6 completely.

1. BUYERS NAME (please print) _____

2. BUYERS SIGNATURE _____

3. DATE OF PURCHASE _____

4. PURCHASED FROM _____

5. CHARGED TO BETHEL CREDIT CARD _____ VISA WALMART

CHARGED TO CHURCH _____ PAID FOR PERSONALLY _____ REQUEST FOR PAYMENT _____

DESCRIPTION

AMOUNT

(A.) _____

(B.) _____

(C.) _____

(D.) _____

(E.) _____

TOTAL AMOUNT _____

6. REIMBURSE/ PAY TO:

NAME: _____

ADDRESS: _____

7. FUND/ACCOUNT TO DEBIT _____

8. APPROVAL SIGNATURE (for purchases of \$500.00 or more)

**** PLEASE RETURN TO THE DIRECTOR OF OPERATIONS FOR PAYMENT OF THIS PURCHASE ****