



Ordering Instructions:

1. Dept. Leader submits completed form, along with appropriate quotes or special instructions, to their Supervising Pastor.
2. Upon the approval the Supervising Pastor and Executive Pastor forwards order to the Business Office.
3. Upon their approval, the Business Office returns the order to the Supervising Pastor Who places the order or forwards to their Department Leader.

PLEASE ALLOW 2 WEEKS FOR PROCESSING PRIOR TO PURCHASE

Ministry Order Form

Date Requested _____

Date Needed By: _____

Requestor's Name/Department _____ Phone Number _____

Order Source(s) (Company {s}) _____ Phone Number(s) _____

| Budget Code | Company | Catalog Page # | Item Number | Description | Each Price | Qty | Total |
|-------------|---------|----------------|-------------|-------------|------------|-----|-------|
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Comments:

MAKE CHECK PAYABLE TO:

Applicable taxes

Shipping & Handling



Please Check Box if funds being requested are the result of a fundraising event.

TOTAL

For office use only:

Department Leader _____ initials

Supervising Pastor _____ initials

Executive Pastor _____ initials

Senior Pastor _____ initials

(Orders in excess of \$1,500 require Sr. Pastor Approval)

Payment Method:

Master Card

Billed

Multiple

Am. Express

Check # _____

Other _____

Date / /