Greater Community Church of God in Christ
406 Roswell Street * Marietta, GA 30060 * Tel: 770-590-8510

# *PURCHASE ORDER*

| | |
|---|---|
| P.O. # | |
| DATE | |
| CUSTOMER ID | |

**VENDOR** NAME

| | |
|---|---|
| ADDRESS | |
| CITY, STATE, ZIP | |
| CONTACT NAME | |
| PHONE | |

| **Product / Purpose** | Reason for purchase request - intended use of product or service |
|---|---|
| | |

| **Event Name/Number** | |
|---|---|

| Item Number | Item Description | Quantity | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|
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| | | | **SUBTOTAL** | |
| | | | | |
| | | | **TOTAL** | |

| | |
|---|---|
| **Ordered by (Full Name)** | |
| **Phone#, ext.** | |
| **Department Name** | |
| **Budget/Program to be Charged** | |
| **Budget Line Item**<br>e.g. Supplies, Student Support etc | |

**Signature**_____

**Authorized**_____ **Date**_____