

LIFE CHURCH OF GOD IN CHRIST
 3349 Rubidoux Boulevard * Jurupa Valley, CA 92509
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 Ron M. Gibson, Pastor / Founder
 WWW.LIFECHURCHRIVERSIDE.ORG

<i>Office Use Only</i>
Received By: _____
Date Received: _____

PURCHASE ORDER REQUEST

TODAY'S DATE: _____

DEPT./AUX. NAME: _____

DEPT./AUX. LEADER: _____

DAY #: (_____) _____ EVENING #: (_____) _____

E-MAIL: _____ FAX #: _____

NEED BY: _____

RESPONSE REQUESTED BY: Phone Fax E-mail

PAYABLE TO: _____

ADDRESS: _____

PURPOSE: _____

CHARGE TO ACCT: _____

DELIVERY INSTRUCTIONS

Return to Requestor Mail to Payee Other _____

Documents Attached: Yes No Enclose documents with check: Yes No

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	SUB-TOTAL		_____
	TAX		_____
	SHIPPING & HANDLING		_____
	TOTAL		_____

(For Office Use Only)	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Pending <input type="checkbox"/>
Dept./Aux. Acct. to be charged: _____			
Vendor #: _____ Account #: _____ P.O. # _____			
Acct. Balance prior to request: \$ _____ Acct. Balance after request: \$ _____			
Administrator's Signature: _____ Date: _____			