1715 Stringtown Pike
Cicero, IN 46034
ph: 317.984.4653
fax: 317.984.3351

CICERO CHRISTIAN CHURCH
reachteachserve.org

# PURCHASE ORDER & CHECK REQUEST

THIS PURCHASE ORDER MUST BE FILLED IN AND SIGNED BY THE TEAM COACH AND THE OFFICE MANAGER *OR* FINANCIAL SECRETARY **BEFORE THE PURCHASE IS MADE.** P.O. NUMBER WILL BE ASSIGNED AT THAT TIME. **PURCHASES MADE WITHOUT A COMPLETED FORM ARE THE RESPONSIBILITY OF THE PERSON TAKING SUCH ACTION.** ANY PURCHASE OVER $500 WILL NEED AN ADDITIONAL SIGNATURE FOR APPROVAL.

PURCHASE ORDER NO.

PLEASE GIVE THIS PO NUMBER TO ALL VENDORS.
INCLUDE PO# ON ALL INVOICES, PACKING SLIPS AND RECEIPTS.

DATE: _____ TO BE ORDERED BY: _____

MAKE PMT TO: _____ BUDGET AREA(S): _____

VENDOR: _____ _____

ADDRESS: _____ IF NON-BUDGETED, funded by: _____

_____ _____

**INDIANA TAX EXEMPT NUMBER: 00021967600000**

| ITEM: | QUANTITY: | UNIT COST: | TOTAL COST: |
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| | | **TOTAL:** | |

TEAM COACH APPROVAL:

_____

ADMINISTRATION APPROVAL:

_____

ADMINISTRATION OR TEAM MANAGER APPROVAL:
(IF OVER $500 OR NOT BUDGETED)

_____



**Fill in as much information as possible and place in Sherry Strauss' mailbox. You will be notified when approved. Thank you.**