Purchase Order

Date of Request: 06/19/2025

☑ **PAYMENT REQUEST**

☐ **FOR APPROVAL TO ORDER ONLY**

CAMPUS VVCS

☐ Check
☐ Petty Cash
☐ Credit Card
☐ On Account

Vendor Tech to School
Address

Phone:

☐ Return check to
☐ Mail Check
☐ Budgeted

Date check needed

Department Admin
Person making request Pastor Josh Gerbracht
Department Head Approval

Comments:

Quantity	Item Number/Item Description	Price/Item	Total Amount	Budget Line #
	HP Laptop		$ 771.04	Office Computers
	Grand Total		$ 771.04	

Finance Office

Approved by

REV 060722