Purchase Order Form

The Well Community Church

Please return form to Kevin Brosnan or scan and email to finances@thewellsa.org

Purchaser Name: _____ Email Address: _____

Street Address: _____ City: _____

Zip: _____ ☐ Church Credit Card Needed

Phone Number: _____ ☐ Reimbursement Needed

Date: _____

Item(s) to be purchased	Estimated Cost	Reason for Purchase (Budget code if known)	Item(s) needed by
Total:			

Purchaser Signature: _____ Approved by _____

Finance Director Signature: _____ Date of Approval _____

* By signing this form you agree to the rules and guidelines outlined below

The Well Community Church Purchaser Guidelines

[1]Personal items may not be charged at any time for any reason.

[2]Only pre-approved ministry-related items are appropriate to be charged.

[3]Each credit card user is responsible for attaching matching receipts and purchase orders for each charge to their statement and turning it in for approval.

[4]Lost or stolen card must be reported immediately.

[5]There will be no cash withdrawals

[6]The Well Community Church reserves the right to refuse reimbursment if any guidelines are broken or if actual cost exceeds estimated cost by an amount deemed unreasonable by the WCC staff