

Grove Presbyterian Church – Purchase Approval Form

For credit card purchases exceeding \$500 / to be approved by Pastor, Clerk or Finance Chair.

Name: _____ Date of Request: _____

I am requesting approval for the following credit card purchase(s):

Purchase Amount: \$ _____ Budget Line: _____

Merchant/Payee Name: _____

Street Address: _____

City/State/Zip: _____

Description of Requested Expenditure and Intended Purpose (you may attach catalog/vendor description): _____

By signing below, I _____ (Pastor / Clerk / Finance Chair),
acknowledge my approval of the purchase requested, in the amount detailed above.

Name: _____ Date _____