

SILVERLEAF BAPTIST CHURCH
Bible Based, Christ Centered, Holy Ghost Led

PURCHASE ORDER REQUEST FORM

291 Martin Luther King Jr. Drive
 Atlanta, GA 30312
 404.524.5268

TO:
 Requestor Name _____

SHIP TO:
 Your Address _____

Or
 Silverleaf Baptist Church

P.O. NUMBER:
[P.O. number] _____
[The P.O. number must appear on all related correspondence, shipping papers, and invoices] After order is placed

DATE OF REQUISITION	PERSON REQUESTING FUNDS	ORDERING ONLINE?	METHOD OF PYMNT
		Y/N	V, MC, AMEX, DISC
			CHECK, PAYPAL

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	45 pcs	Candy	\$15	15

SUBTOTAL	
SHIPPING AND HANDLING	
TOTAL	

1. Complete the Purchase Order Request IF and ONLY IF you are seeking to purchase items/supplies/materials for a ministry event
2. Following the example above in the spaces provided
3. Send all correspondence to:
 Darnell Long
 291 Martin Luther King Jr. Drive
 Atlanta, GA 30312

Authorized by Darnell Long

Pick the Date