PURCHASE AUTHORIZATION FORM

Use For ALL Equipment, Software and System Purchases or
For Any Purchase Over $1000

Directions

1) All computer, music, sound, and video purchases of equipment, peripherals, software, and systems require the signature of the technical staff person listed below **PRIOR** to purchase of the item.

2) For equipment purchases greater than $100 the Ministry Leader must **PRIOR** to purchase, approve the expense by signing this form.

3) For purchases greater than $1,000 the Ministry Leader and the specific location Budget Leader must **both PRIOR** to purchase, approve the expense by signing this form.

4) For purchases greater than $5,000 the Ministry Leader, the specific location Budget Leader and a second Budget Leader or the Finance Director must **all PRIOR** to purchase, approve the expense by signing this form.

This purchase is for what location ? _____

This purchase is for what ministry ? _____

Describe the items to be purchased: _____

_____

_____

Not to exceed price for this purchase: _____
(Cost cannot exceed this amount.)

Vendor for this purchase: _____

Technical Staff Approval: _____ _____
(Camera, video, and projection equipment - Finance Director) Signature Date
(Computers, software and peripherals - Paul Lanhart)
(Music and sound equipment - Location music director)

Ministry Leader Approval: _____ _____
(Required for equipment purchases over $100 and for all other purchases over $1,000) Date

Location Budget Leader Approval: _____ _____
(Required for purchases over $1,000) Signature Date

Second Budget Leader or
Finance Director Approval: _____ _____
(Required for purchases over $5,000) Signature Date