



Tewksbury Congregational Church Purchase Request Form

Updated 5/2011

Date: _____

Requested by:

Vendor:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

Phone: _____ email: _____

Website: _____

Quantity	StockNumber/Description	Unit Price	Total
*TCC's Tax Exempt Number is 042-133-869		Shipping	
		Tax*:	0.00
		Total:	

Committee Chair Signature: _____

Budget line item(s) to charge against: _____

Treasurer's initials for budget verification: _____

Procedure: Submit completed form (including appropriate budget line item(s) and authorization of committee chairperson) to Treasurer's box for budget verification. Purchases are to be made after form has been returned to you. Upon receipt of item(s), invoices and/or receipts should be submitted to the Treasurer for payment.