



EST. **HOMETOWN** 1988  
**C H U R C H**

**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