

Bethesda Lutheran Church

Purchase Pre-Approval Form

Effective February 1, 2012 pre-approval from the church council or council member must be secured prior to purchasing any goods or services costing more than \$75.00.

1. NAME OF PERSON PURCHASING ITEM/SERVICE _____

2. TODAYS DATE _____

3. DATE ITEM IS NEEDED _____

4. ITEM TO BE PURCHASED _____

5. ESTIMATED AMOUNT OF PURCHASE _____

6. REASON FOR PURCHASE

7. BUDGET CATEGORY TO WHICH PURCHASE WILL BE CHARGED
(USE ACCOUNT NUMBER) _____

8. APPROVAL FOR PURCHASE WAS DISCUSSED WITH COMMITTEE: ____ YES ____ NO

APPROVAL GRANTED BY _____ DATE _____
(COUNCIL MEMBER SIGNATURE)