TAB A

Fort Bragg Non-Appropriated Chapel Tithes and Offerings Fund

Purchase Order Request Form

Date:	**PURCHASE ORDER OR IMPAC PURCHASE Sub Acct#**	**Vendor**:
Requestor:		**Address/Phone**:

Qty	Description of Items or Services	Unit Cost	Total Cost
	Shipping		

Complete the following information and return to the Fund Manager. For services or supplies procured locally, the purchase order will be available for pickup (5) working days from the date you turn it in to the Fund Manager. The pick-up box is located on the outside wall of the Funds Office. For non-local services or supplies the purchase order will be pick up and mailed to the vendor. The Fund Manager is the only one who can commit funds unless, otherwise stated. So that we may better serve you; we ask that you complete every field on this form as accurate as possible; to not do so will only impede the process. Remember to give a religious justification in the Program Comments section.

Note: You have (3) three business days to return the receipt to our office. Purchase order numbers must be legibly printed on all receipts. It is also very imperative that everyone understand: **THE RECEIPT MUST NOT EXCEED THE PURCHASE ORDER AMOUNT.** If the receipt exceeds the purchase order amount, **YOU**, will be required to pay the full amount!

Shipping Charges: _____
Grand Total: _____

Program Comments:

Point of Contact for this event and phone number:

Date of event:

Requester (Print and Sign :)
_____ Date:_____

Approving Chaplain (Print and Sign :)
_____ Date:_____