

Gaylord E-Free Church

P.O. box 493
 Gaylord, MI 49734
 989.732.2647
 989.732.6120/Fax

PURCHASE ORDER

TO:

SHIP TO:

P.O. DATE	PURCHASER	EXPENSE ACCOUNT	PURCHASE ORDER APPROVAL NUMBER	PURCHASE ORDER APPROVAL DATE

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. The church office will fill in the purchase order approval number and date when approved.
2. All purchase orders will be handled by the FIFO method with mission critical expenses taking priority.
3. Send all correspondence to:

Debbie Harlukowicz
 P.O. Box 493
 Gaylord, MI 49734
 989.732.2647
 989.732.6120/fax
 debbieh@gaylordefree.org

 Purchaser's signature

 Date