

Zion Evangelical Lutheran Church

500 S. Brentwood Dr.
Gibsonburg, OH 43431

Purchase Order Request

Name: _____

Date: _____

Email: _____

Phone: _____

Ministry/Department: _____

Vendor: _____

Vendor Address: _____

Vendor Phone Number: _____

Item(s) Requested:

Item #	Quantity	Description	Price (Ea.)	Total Cost
1
2
3
4
5
			Total	.

Purpose/Use: _____

Additional Details and/or funding information: _____

Signature of Financial Officer

Date Signed:

☐ Approved

☐ Not Approved