

# New Life Assembly of God

27053 Honby Avenue - Canyon Country - CA - 91387 - (661)251-2770 - www.nlagonline.org

## Purchase Approval Form

**PLEASE NOTE:** Use of this form is **MANDATORY** to request reimbursement of expenses incurred on behalf of New Life. Please complete this form and submit it to any member of the **New Life Administrative Board** prior to incurring any expense for which you will require reimbursement. Please submit this form for purchase authorization prior to incurring any expense on behalf of New Life. Please have form completed at least 3 weeks prior to date items being purchased required. **NO purchased may be submitted for reimbursement without a signed copy of this purchase approval form.**

Ministry Department:	Date Requested:
Charge To:	Date Required:

### Submitted By

Name:	Address Line 1:		
E-mail Address:	Address Line 2:		
Telephone Number:	City:		
Cell Phone:	State:	Postal Code:	

### Suggested Supplier Information

Company Name:	Telephone Number:
Web Site Address:	Fax Number:
Address Line 1:	
Address Line 2:	
City:	State: Postal Code:

Please check box if a church check can be pre-cut for this purchase

### Itemized List

	Item Description	Item Use	Quantity	Unit	Total
1					
2					
3					
4					
Total:					

### Notes (Use reverse side if needed)

### Signatures

Sign and print your name.

\_\_\_\_\_  
Signature Name Date

\_\_\_\_\_  
Approval Signature Name Date