TRINITY
United Church of Christ
of Collegeville

532 East Main Street, Collegeville PA 19426 610-489-4223 hello@collegeville.church
Pastor Rev. Suzanne E. Schwarz-Green 302-542-4107 pastor@collegeville.church

Purchase Request

Please complete and submit this form to the Ministry Chair, Finance Chair, or Pastor for approval.

Date:	
Name of Person Requesting Purchase	
Ministry or Event this Purchase is for	
Date Needed	
Amount Requested	$
Payment Method* (check one)	☐Check Payable to: _____ ☐Church Credit Card ☐Events Credit Card ☐Cash
Vendor Information (Name of Store or Contractor name and address)	
Additional Project Requirements: Please describe any related costs, labor, permits, or ongoing commitments this purchase may require (e.g., installation, training, maintenance, volunteer time, etc.	

**All tax-exempt purchases MUST be made using a church credit card, check, or cash. IRS rules forbid the use of personal funds for tax exempt purchases. No sales tax should ever be paid for any goods or services.*

List of Items to be Purchased (If applicable, or attach itemized estimate from Vendor)

Quantity	Description	Cost

Signed: _____ Date: _____

Approved By**: _____ Date: _____

Declined on: _____

Remarks: _____

****If total cost is more than $500, Council approval and vote are required.***
For costs of less than $500, Ministry Chair and/or Pastor may approve purchase unless the budget amount of the ministry that is benefitting from the purchase has been met or exceeded. In that case, church council will need to approve the purchase.

FOR OFFICE USE ONLY	*Budget Account Name/Number:*