

OAKTON UNITED METHODIST CHURCH

PURCHASE PRE-APPROVAL FORM

Effective January 1, 2009 pre-approval must be secured prior to purchasing any goods or services costing \$250 or more.

1. NAME: _____ DATE _____

2. NATURE OF PURCHASE: _____

3. ESTIMATED AMOUNT OF PURCHASE: _____

4. JUSTIFICATION FOR PURCHASE: _____

5. RESPONSIBLE COMMITTEE CHAIR COMMENTS: _____

6. COMMITTEE CHAIR APPROVAL: _____

(Signature and Date)

7. CHAIR, FINANCE COMMITTEE APPROVAL: _____

(Signature and Date)

For purchase amounts of \$250 or more, a copy of this approved form must be attached to the Check Request Form before payment can be made.