

First Presbyterian Church
 PO Box 1159 - 215 S. Third St. - Smithfield, NC 27577
Purchase Order Form

_____ Credit Account Charge (please circle) **Visa** **Cokesbury** **Whitley's** **Other: (specify)** _____

_____ **Reimbursement Requested** _____ **Direct Payment to Vendor**

Date: _____ **Committee/Activity:** _____

Order/Item/Service	Description	Price	Tax	Total Amount	Budget Line #	Budget Line Name

Make check payable to:

Name: _____ **Mailing Address:** _____

Ordered by: _____ **Approved by:** _____ **Reviewed by:** _____

<i>Signature/Date</i>		<i>Signature/Date</i>		<i>Signature/Date</i>			
<i>Evangelism & Outreach</i>		<i>Christian Education</i>		<i>Property</i>	<i>Communication & Technology</i>		
4600	Shipping supplies to Missionary	4800	Leadership Education	5000	Building and Grounds Maintenance	4606	Name Tags
4602	Signs	4810	Curriculum and Literature	5020	Custodial Supplies	4620	Website
4604	Joy Connection Costs	4830	CE Supplies and Equipment	5030	Electricity/Water/Sewer		Dial My Calls
4625	Mission Expenses/Meals/Speakers	4840	College Fellowship	5040	Natural Gas		Constant Contact
	<i>Worship & Fellowship</i>	4850	Vacation Bible School	5050	Insurance-Property & Liability		Equipment
4700	Communion and Candles	4870	Confirmation & Graduation Gifts	5070	Taxes, licenses, and inspections		Software Licensing
4731	Kitchen Supplies	4880	Youth Conferences	5080	Telephone and Internet		
4731	Fellowship Meals	4890	Youth Retreats	5085	Copier Lease		<i>Administrative</i>
	Fellowship Snacks	4900	Youth Camps	5090	Equipment Maintenance	4650	Bank Fees
4770	Piano/Organ Tuning	4910	Youth Activities	5091	Security & Fire System Monitoring	4655	ACS Software Subscription
4790	Choir Music		<i>Finance</i>	5095	Annual PM-Heating/Air		
4791	Handbell Music	4960	Supplies and Postage				
4792	Children's Music Program	4970	KO Dinner & Celebration Luncheon				
4793	Organ Music						