



Christ Church Episcopal
 5655 North Lake Drive
 Whitefish Bay
 Wisconsin 53217
 414.964.3368
 office@christchurchwfb.org

PURCHASE FORM

Check one:

- Charged to Christ Church** - bill will be sent by vendor - itemize purchase below
- Ordered** - bill will be sent by vendor - itemize purchase below
- In-Kind Contribution** - attach receipts if requesting an acknowledgment
- Reimbursement Request** - attach receipts if requesting reimbursement for purchase

Mail acknowledgment or reimbursement to:

Itemization of Expenses

Purchase Date	Vendor Name	Account/Ministry line item (e.g. Altar Guild, Sunday School)	Item and Reason for Purchase	Amount
			TOTAL	

Receipts required for reimbursement. Attach receipts to this form, and submit to parish office for processing.

Signature of Purchaser: _____

Date: _____