



Trinity Baptist Church
 900 Graymont Avenue West
 Birmingham, AL 35204
 Office: 205-786-4922/Fax: 205-786-9891
 Email address: gchandler@tbcgraymont.org or hjames@tbcgraymont.org

Purchase Order/Check Request

Date of Request: _____

Please allow 7 to 10 business days to receive check

Type of Request:
 Purchase Order *(Approval for Purchase)
 Reimbursement

Submitted by: _____

Payable to: _____

Address: _____

Preference on Receiving
 Mail
 In Person

Item or Service	Qty	Price of Each	Total
Total			

Ministry _____ Budgeted _____ Unplanned _____

****If this is an unplanned expense, direct authorization is required.**

Paid by Check No. _____

*Pastor Approval _____ Date _____

*Financial Administrator Approval _____ Date _____