

Our Lady of Grace Parish

PURCHASE VOUCHER

Procedure for purchasing items/services for the Parish:

1. Group/Committee Leaders are to complete the Purchase Voucher with all necessary information and submit it to the Parish Manager.
2. Parish Manager will submit Purchase Vouchers to the Pastor once a week for his approval. In the case of an emergency, this process can be accelerated.
3. Once the Pastor reviews the Vouchers, the Parish Manager will notify the department with the status of their request.
4. Invoices will only be paid if a Purchase Voucher has been approved by the Pastor.

Parish Program: _____

Date of Request: _____

Purchased from: _____

Amount or Estimate: _____

Pay to vendor: _____ Pay to other: _____

Reason for Voucher & Description of Item(s):

Submitted by: _____

For Office Use:

Date received: _____

Date to be paid: _____

Approved for payment: _____ Date: _____

Chart of Acct #: _____ Sub Class: _____