* This form is completed by the Ministry Director and submitted to the Business Manager at [businessadmin@mthopeva.org](mailto:budget@mthopeva.org) and the Budget Chair at [budget@mthopeva.org](mailto:budget@mthopeva.org) to request approval to expend funds on an approved Activity/Event/Purhase in the ministry budget.
* It must include the signature of the Ministry Director.
* Upon approval, the Business Manager will forward a signed copy of this form, with the Business Manager’s signature, to the Ministry Director indicating Approval to Purchase.
* Please allow the Business Manager up to five (5) business days to process the request after receipt.
* Submit all receipts to the Business Manager within five (5) business days after. No purchase should be made without prior approval from the Business Manager.

|  |
| --- |
| **Date of Request:** |
| **Ministry Director: Ministry Team:** |
| **Email: Phone Number:** |
| **Make Check Payable To (if applicable):** |
| **Use this area to identify which Activity/Event/Item to Purchase, in your approved budget, is related to the purchase(s)**  **listed below:** |

**PURCHASE(S)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Unit Cost (ea)** | **Price** |
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| **Tax (if applicable):** | | |  |
| **Shipping/Handling (if applicable):** | | |  |
| **Total Cost:** | | |  |

**REQUEST FOR PURCHASE** **APPROVAL TO PURCHASE**

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**Ministry Director Signature Date Business Manager Signature Date**