

**PURCHASE REQUEST**

To order any items via the Church Office, please complete the form below in  
BLOCK CAPITALS

Name.....

Address.....

Phone .....

Email.....

Details of item.....

Preferred supplier (if known).....

Quantity..... Expected cost £..... Date of request.....

For: St James' / All Saints (*Delete as applicable*)

**FOR OFFICE USE ONLY**

Date approved..... Passed by.....

Name of supplier.....Date order placed .....