

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