ONE LOVE MINISTRIES · PURCHASE REQUEST

Approvals & Signatures

Fill in the request details, collect the signatures your request needs, then upload this page back into the online form.

REQUEST DETAILS

REQUEST / PROJECT NAME

REQUESTOR NAME

DEPARTMENT / MINISTRY

TOTAL AMOUNT ($)

DATE SUBMITTED

BUDGET STATUS

☐ Budgeted ☐ Non-Budgeted

SIGNATURES

Only the rows your request requires need to be signed.

Title	Signature	Date
Requestor	PRINTED NAME	MM / DD / YYYY
Finance Department Required for all Non-Budgeted	PRINTED NAME	MM / DD / YYYY
Executive Pastor Required for Non-Budgeted > $1,000	PRINTED NAME	MM / DD / YYYY
ELT / Board Representative Required for Budgeted > $10,000 and Non-Budgeted > $5,000	PRINTED NAME	MM / DD / YYYY

How to return this form

1. Type or print the request details above.
2. Print the page and collect a handwritten signature for each row your request requires.
3. Scan it, or take a clear, flat photo of the whole page (PDF, JPG or PNG).
4. Upload the signed page in the "Signed Approvals" box of the online request form.