St. Matthew Catholic Church
P.O. Box 49349
8015 Ballantyne Commons Pkwy
Charlotte, NC 28277
Phone 704-543-7677 Fax 704-542-7244

- Completed form must be submitted to the Business Office **BEFORE** purchase is made.
- Form should be signed by employee or volunteer requesting the purchase and their supervisor.

Purchase Order

Please check one: □ Vendor will send invoice
□ Charges applied to MasterCard (Gamma Acct or General Acct)

Vendor Name Address, City, State Telephone Contact Name	**Quantity Ordered**	**Items Ordered / Purchased** Item Number Description	**Cost**		**Purpose or Event**	**Department, Ministry or Committee**

Requested By	**Phone #**	**Date Submitted**	**Total Requested**	**Approved By**	**Date Approved**
Purchases or contracts over $ 500.00 require 2nd approval by Chief Finance Officer ►				**2nd Approval**	**Date Approved**