If you would like to purchase something costing more than $100 on behalf of Grace Church or School, please complete this form and obtain approval from an appropriate Grace *employee or* a *Board or Committee chairperson,* before you make the purchase. Please submit the approved form to the Business Office.

I would like to purchase:

Click here to enter text.

This purchase is for (Board, Committee, event, e.g., Stewardship, A Graceful Evening, Cantata):

Click here to enter text.

Estimated cost of purchase: $Click here to enter amount.

Is the cost part of this year’s approved budget or part of another approved purpose: Yes  No

I’d like to purchase this item from: Click here to enter text.

(Please provide the seller with Grace’s Illinois sales tax exemption letter; also, if purchasing through Amazon, please use *Amazon Smile* to make your purchase, so Amazon will make a contribution to Grace.)

I’d like to make the purchase by: Click here to enter a date.

I have attached some supporting documentation (e.g., catalog, description): Yes  No

**Person requesting approval**: Name: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

**Person approving the request**: Name Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

**Please Submit To Business Office -- Business Office to Complete Below Information:**

Account number this purchase will be posted to: Click here to enter text.

Account name: Click here to enter text.

Description: Click here to enter text.