

# PURCHASE ORDER FORM

Bread of Life Christian Church in Orlando  
 1498 Palomino Way,  
 Oviedo, FL 32765  
 Tel: (407) 365-9008

Date: \_\_\_\_\_  
 Terms: \_\_\_\_\_

P. O. # \_\_\_\_\_  
 Ship Via: \_\_\_\_\_

Item No.	Quantity	Description	Unit Price	Total	Department Code	Budget Code

**TOTAL**

Vendor's Name:

Contact Person:

Address:

Phone Number:

<b>Executive Board Signature</b>	<b>Finance Department Signature</b>	<b>Department Head Signature</b>	<b>Requestor Signature (Also print name)</b>
<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>

Special Instruction:

Please acquire necessary department signature before submitting to the Finance Department.

# **BOLCC Orlando 2009 Department and Budget Code**

## **1 English and Youth**

- 101 Food Ministry
- 102 Outreach

## **2 Worship**

- 201 Training
- 202 Outreach
- 203 Musical Instruments
- 204 Facility
- 205 CD and Song Books
- 206 Maintenance and Repair

## **3 Education**

- 301 Adult Sunday School
- 302 Library and Mission Support

## **4 Children**

- 401 Facility
- 402 Children Sunday School Text
- 403 Children Sunday School Expense
- 404 Chinese School
- 409 Children Playground

## **5 Pray and Healing**

- 501 Outside Speaker

## **6 Pastoral and Mission**

- 601 Cell Groups
- 602 Outside Speaker
- 603 Training Material
- 604 Program Fee
- 605 Local visitation
- 606 Palm Beach Mission
- 607 China Outreach Ministry
- 608 Donation

## **7 Administration**

- 701 Sunday Lunch
- 702 Paper Plate, Water and Rice
- 703 Cleaning Items
- 704 Copy Machine and Paper
- 705 Office Stationary
- 706 Computer and Internet

## **8 Building and Campus**

- 801 Building Insurance
- 802 Lawn Service
- 803 Pest and Termite Control
- 804 Maintenance and Repair