Apostolic Faith Church
Purchase Order Request

3823 South Indiana Avenue ● Chicago, IL 60653 ● (773) 373-8500 ● Fax (773) 373-6902

The following number must appear on all related correspondence, shipping papers and invoices:

P.O. #

P.O. Date:

(Must submit two weeks prior to the Delivery Date)

Vendor:
Name
Vendor
Address
City, State ZIP
Phone

Ship To:
Name
Vendor
Address
City, State ZIP
Phone

ISSUED TO	AGENT	SHIPPING METHOD	DELIVERY DATE

QTY.	UNITS	DESCRIPTION	UNIT PRICE	TOTAL
			SUBTOTAL	

PLEASE NOTE: This form ***requires*** the signature of the Authorized Director prior to being processed.

Send all correspondence to the above Address, Phone and/or Fax

Authorized By Date

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