



Request for P.O. Number

Olive Branch Community Church

416 Sandy Spring Road
Olney, Maryland 20860
(240) 389-1037

This form is required by all ministries/persons requesting money from the Church. Items 1, 2, 3, 4 and 5 must be completed before your request can be considered. If applicable, please attach any necessary documentation (e.g., estimates, price comparisons, etc.) to support your request.

1) Amount Requested

\$

2) Activity/Reason For Request (Please print clearly)

3) Date Submitted to the Church

____/____/____
(Month) (Day) (Year)

4) Requestor Name (First, Last)

5) Ministry

For Church Office Use Only

Request: **Approved** **Not Approved**

Date: _____

Ministry Representative: _____

Date: _____

Elder Representative: _____

Date: _____

Finance: _____

Date: _____

Purchase Order Number: _____

COA# (Chart of Accounts): _____

Comments (If any) _____