Second Baptist Church

1717 Benson Avenue

Evanston, IL 60201

(847) 869-6955 Phone ◆ (847) 869-6599 Fax

ATTN:

Account Number:

Purchase Order Form

Date of Request:

Vendor Name:

Address:

City/State/Zip:

Phone:

Contact:

Purchase Order #	Approval	Date Approved	Terms	
Item #	**Description**	**Qty**	**Price Ea**	**Total Price**
			Total	