JOINT BASE MYER-HENDERSON HALL CHAPEL TITHES AND OFFERINGS FUND

MEMORIAL CHAPEL, 204 LEE AVENUE, FORT MYER, VIRGINIA 22211
PHONE: (703) 696-7672/ DSN 426-7672 / FAX: (703) 696-5996

Purchase Order Request Form

RECOMMENDED VENDOR:
(Complete Address & Phone #)

Association of Marian Helpers
Stockbridge, MA 01263
1-800-462-7426

NOTE: ***All information MUST be provided and correct. Inaccurate/Incomplete requests WILL NOT be processed. All requests must be made through the Fund Manager no later than 10 business days prior to the date of the event. LATE requests will be processed in accordance with the Fund Manager's guidance.***

REQUEST INFORMATION:

Purchase Order		Government Purchase Card	X
Contract #		Card Holder Name	
Reimbursement		Event Date / Date Required	

SUB-ACCOUNT / PERCENTAGE BREAK-OUT:

	ACCT #	%		ACCT #	%		ACCT #	%
Community	**01-01**		**ATEC**	**01-05**		**IMA/HQ Grants**	**03-01**	
Pentagon	**01-02**		**TOG**	**01-06**		**MDW Grants**	**03-01**	
ANC	**01-03**		**LWBS**	**02-01**		**Pentagon Grant**	**03-01**	**X**
MDW	**01-04**		**ATEC Grants**	**03-01**		**Corps Eng Grant**	**03-01**	
Protestant	**04-01**		**Catholic**	**04-02**		**TOG Grant**	**03-01**	
Samoan	**04-04**		**Gospel**	**04-04**		**Natl Guard Bureau**	**03-01**	

DATE OF REQUEST: 1-Apr-11

Do you need the actual PURCHASE ORDER FORM to complete this transaction? _____

FUNDING INFORMATION:

Qty	Event & Item Description	Unit	Unit Cost	Total Amount
1	National Day of Prayer (Catholic Literature) - Product Code# M17	100	$3.99	$399.00
	SHIPPING			$50.00

TOTAL DUE $449.00

SPECIAL INSTRUCTIONS:

1-Apr-11	SSG (b) (6) 703-692-9376	
Date	**REQUESTOR (Printed Name & Number)**	**Requestor's Signature**
1-Apr-11	CH (COL) Daniel Minjares 703-692-9377	
Date	**SPONSORING CHAPLAIN (Printed Name & Number)**	**Sponsoring Chaplain's Signature**
	SFC (b) (6) (703) 696-7672	
Date	**FUND MANAGER**	**Fund Manager's Signature**

TURN-IN OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR EXPENDITURE! YOU MUST ENSURE THAT THE FUND MANAGER HAS GRANTED APPROVAL AND A PO# HAS BEEN ISSUED PRIOR TO MAKING ANY PURCHASES UNDER THIS REQUEST.