



LIVING THE GOOD LIFE

VICTORYLIFE.COM

Victory Life Church  
1741 West Queen Street  
Hampton, VA 23666-4100  
(757) 838-1304

# Purchase Order

TODAY'S DATE: \_\_\_\_\_

ORDER/PICK-UP DATE: \_\_\_\_\_

Log P.O.

Special Instructions: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

Item	Quantity	Description/Stock Number	Price	Per	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Shipping & Handling					
Total					

Comments: \_\_\_\_\_

**OFFICE USE ONLY**

Budget Account: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Dept. Head: \_\_\_\_\_

Approved By: \_\_\_\_\_

Denied By: \_\_\_\_\_