

<b>BETHANY BAPTIST CHURCH</b> <b>275 WEST MARKET STREET</b> <b>NEWARK NJ 07103</b>	<b>PURCHASE ORDER FORM</b>
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Vendor Name: Staples Ship To: Bethany Baptist Church

Vendor Address: \_\_\_\_\_ 275 West Market Street  
 \_\_\_\_\_ Newark, NJ 07104

Vendor Contact: \_\_\_\_\_ Bill To: Bethany Baptist Church

Vendor Phone \_\_\_\_\_

Date Required \_\_\_\_\_ Requested For: \_\_\_\_\_

Item #	Description	Quantity	Unit Cost	Extended Cost
			TOTAL	\$ -
			Coupon	
			New Total	\$ -

Requisitioned By: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Witness By: \_\_\_\_\_ Date: \_\_\_\_\_