



**Ordering Instructions:**

1. Dept. Leader submits completed form, along with appropriate quotes or special instructions, to their Supervising Pastor.
2. Upon their approval, the Supervising Pastor forwards order to the Business Office.
3. Upon their approval, the Business Office returns the order to the Supervising Pastor Who places the order or forwards to their Department Leader.

**PLEASE ALLOW 2 WEEKS FOR PROCESSING PRIOR TO PURCHASE**

**S.T.E.P. USA Order Form**

Date Requested \_\_\_\_\_

Date Needed By: \_\_\_\_\_

Requestor's Name/Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Order Source(s) (Company {s}) \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Budget Code	Company	Catalog Page #	Item Number	Description	Each Price	Qty	Total
Comments:							
<b>MAKE CHECK PAYABLE TO:</b>							
						Applicable taxes	
						Shipping & Handling	
<input type="checkbox"/> <b>Please Check Box if funds being requested are the result of a fundraising event.</b>							
							<b>TOTAL</b>

**For office use only:**

Department Leader \_\_\_\_\_ initials

Supervising Pastor \_\_\_\_\_ initials

Business Administrator \_\_\_\_\_ initials

Senior Pastor \_\_\_\_\_ initials

(Orders in excess of \$1,500 require Sr. Pastor Approval)

**Payment Method:**

Master Card

Billed

Multiple

Am. Express

Check # \_\_\_\_\_

Date / /

Other \_\_\_\_\_