

Southminster Presbyterian Church Curriculum Approval and Purchase Order Form

Class Name:	
Group Leader:	
Curriculum Name:	
Curriculum:	<input type="checkbox"/> Curriculum from Discipleship Library <input type="checkbox"/> New Curriculum
Quantity Needed:	Leader Guide DVD: _____ Members/Participants Books: _____
Curriculum Category: (check one)	<input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Elementary <input type="checkbox"/> Preschool <input type="checkbox"/> Nursery
Format: (Leader's Guide, Member Book, DVD, etc)	
Author(s):	
Publisher:	
ISBN#:	

Program Length:	
Description of Program:	

For additional space use the back of form

Ordering Options: *After curriculum is approved by the Discipleship Ministry (Note: Curriculum Material in-house has prior approval for content—cost of new material (typically participants/members books) if ordering through the Discipleship Curriculum Account will need to be submitted for approval)*

- Yes, please order the material (automatically billed through the Discipleship Ministry Curriculum Account)
- No, I will place the order—Discipleship Ministries Curriculum Account to pay invoice: Yes No
(See ordering instructions for Small Group Leader below if the Yes box is checked—indicating that the invoice will flow through the Discipleship Curriculum Account).

Name of Vendor where the material will be purchased: _____

Estimated Cost of Material: \$ _____. ____ (Estimate requested for budgeting/verifying and paying invoice)

Estimated reimbursement (typically money received for material from participants): \$ _____. ____
 (Estimate requested for budgeting purposes)

Please deliver completed form to the Discipleship Mail Box located in the Mail Room at Southminster. Allow 4 weeks for the approval process.

Discipleship Ministry Section:

Date(s) of review:	
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Signature
 Director/Chairperson of Discipleship Ministry

Date

Financial Administrator Section:

Purchase Authorization for: (Dollar Amount)	
PO Number:	

(Ordering Instructions for Small Group Leader: After Director/Chairperson of Discipleship Ministry and Financial Administrator's signature present form at LifeWay to complete purchase/for Cokesbury use PO# If using other vendor please advise Financial Administrator by completing the "Name of Vendor" line)

Signature
 Brenda Baker
 Financial Administrator

Date