

## CHAPEL TITHES AND OFFERINGS FUND (CTOF) PURCHASE REQUEST

*Fill out completely. Incomplete forms will be returned to the requestor and could delay processing*

<b>1. REQUESTOR'S NAME</b>		<b>2. PHONE NUMBER</b>		<b>3. DATE SUBMITTED</b>		<b>4. DATE REQUIRED</b>		
<b>5. EVENT/ACTIVITY</b>			<b>6. ACCOUNTING CLASS</b>			<b>7. BUDGET ACCOUNT</b>		
			<input type="checkbox"/> GENERAL <input type="checkbox"/> CATHOLIC <input type="checkbox"/> PROTESTANT <input type="checkbox"/> STUDENT					
<b>8. METHOD OF PURCHASE</b>								
<input type="checkbox"/> PREPAID CHECK <input type="checkbox"/> PROJECT OFFICER <input type="checkbox"/> CREDIT CARD			<input type="checkbox"/> PURCHASE ORDER			Cardholder Name      Date Needed		
<input type="checkbox"/> REIMBURSEMENT (by Wing Chaplain Approval Only)								
<b>9. DESCRIPTION OF ITEMS TO BE PURCHASED</b>								
<i>ITEM DESCRIPTION AND NUMBER (If applicable)</i>				<i>QUANTITY</i>		<i>UNIT PRICE</i>		<i>TOTAL COST</i>
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
						<i>SHIPPING COST</i>		
						<b>GRAND TOTAL</b>		<b>\$0.00</b>
<b>10. ADDITIONAL INFORMATION</b>								
<b>11. PAYABLE TO</b>								
a. NAME			b. FULL ADDRESS				c. PHONE #	
d. EMAIL					e. WEB SITE			
<b>12. AUTHORIZATION</b>								
<i>TITLE</i>		<i>NAME</i>			<i>SIGNATURE</i>			<i>DATE</i>
a. REQUESTOR								
b. ACCOUNT MANAGER								
c. CHAPLAIN ADVISOR								
d. WING CHAPLAIN (If over \$1,000)								
<b>13. CHECK RECIPIENT</b>								
a. NAME			b. SIGNATURE				c. DATE	
<b>CTOF TECHNICIAN USE ONLY</b>								
14. DATE RECEIVED		15. DATE PROCESSED		16. DATE MAILED		17. PO #	18. CHECK #	19. AMOUNT PAID

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).