

CHAPEL TITHES AND OFFERING FUND (CTOF) PURCHASE REQUEST

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

1. REQUESTER'S NAME (Last, First, Middle Initial)	2. DUTY PHONE	3. DATE SUBMITTED (YYYYMMDD)	4. DATE REQUIRED (YYYYMMDD)
5. Base	6. PROGRAM	7. BUDGET ACCOUNT CODE	
8. ACCOUNTING CLASS(Faith Group)	9. METHOD OF PURCHASE		
	<input type="checkbox"/> CREDIT <input type="checkbox"/> PREPAID CHECK <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> PURCHASE ORDER <input type="checkbox"/> PROJECT OFFICER <input type="checkbox"/> FOREIGN CURRENCY CHECK <input type="checkbox"/> ELECTRONIC FUNDS TRANSFER (EFT)		

10. DESCRIPTION OF PURPOSE

ITEM DESCRIPTION AND NUMBER (If applicable)	QUANTITY	UNIT	UNIT PRICE	TOTAL COST	TYPE OF CURRENCY
SHIPPING COST					
GRAND TOTAL					

11. ADDITIONAL INFORMATION

12. MAKE CHECK PAYABLE TO

a. NAME (Last, First, Middle Initial)	b. FULL ADDRESS	c. DUTY PHONE	d. FAX NUMBER
e. EMAIL	f. WEB SITE		

13. AUTHORIZATION

TITLE	NAME (Last, First, Middle Initial)	SIGNATURE	DATE (YYYYMMDD)
a. REQUESTER			
b. PROGRAM LEADER			
c. SENIOR FAITH GROUP			
d. WING CHAPLAIN(\$1,000 or more)			

14. ACCOUNT MANAGER

I certify that this purchase is authorized under AFI 52-105, Vol II, Chaplain Service Chapel Tithes And Offering Fund, and local instructions.

a. NAME OF ACCOUNT MANAGER	b. SIGNATURE OF ACCOUNT MANAGER	c. DATE (YYYYMMDD)
15. NAME OF CHECK RECIPIENT	16. SIGNATURE OF CHECK RECIPIENT	17. DATE SIGNED(YYYYMMDD)

CAS TECHNICIAN INTERNAL USE ONLY

18. DATE RECEIVED (YYYYMMDD)	19. DATE PROCESSED (YYYYMMDD)	20. DATE MAILED (YYYYMMDD)	21. CK OR PO NUMBER	22. PROCESSED BY
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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).