

PURCHASE ORDER

St. Mary Parish

5589 Dewey Drive
Stevens Point, WI 54482
715-344-2599
parish@toruncatholic.org

St. Adalbert Parish & School

3314 St. Adalbert Road
Rosholt, WI 54473
715-677-4519
parish@rosholtcatholic.org

Today's Date: _____

Submitted on behalf of: _____

For the purpose of: _____

Needing: _____

Requestor: _____

Phone: _____

Email: _____

Yes No -- I would like a copy of this form to be returned to me.

Vendor	Item	Cost (Estimated or Actual)

- Item will be purchased and receipt provided for reimbursement
- Vendor(s) will mail invoice to office
- Check will be needed to make purchase
Requested check pickup date: _____
- Other (specify): _____

Office Use:

Purchase Order #: _____

Received:

Date: _____ By: _____

Approval:

Date: _____ By: _____

**A PURCHASE ORDER IS REQUIRED FOR A CHECK TO BE ISSUED.
PURCHASES OVER \$50 REQUIRE PRIOR APPROVAL**