

Additional Notes:

## St. Adalbert Parish - Church and School 3315 St. Adalbert Rd, Rosholt, WI 54473 Purchase Order Requisition - Approval Required Prior to Purchase

All purchases require a PO; no matter the amount.

If additional space is required please write on the back of this page.

Submit copies of completed forms to Jean Cunningham, Bookkeeper. Jean will be taking the PO's for Fr. Potaczek's signature once a week and will notify you if your PO Requisition has been approved or denied.

Purchasing Options:			
		t, to make the purchase.(for on-line ord	lers only).
I will need to request rein			
		oltcatholic.org (PO number must be liste	ed on the invoice)
Other:			<del></del>
Requestor's Name:		Phone #:	
Email:		Date:	
Area purchase is being made	e for: <i>(circle all that ap</i>	<i>ply)</i> Church%/Sch	ool% Split
Church School Cemetery CCD Lunch Progra		ım Fundraiser: Other:	
Vendor:			
(A separate Purchase Requisit	ion Form is required for	each vendor.)	
Material/Item/Service	Item Number	Project/Purpose	Approximate Cost
		Approximate Cost	
Requestor's Signature:		Date:	
Approval:		Date:	
Fr. John Potaczek			<del></del>
Office Use Only:			
PO Number Assigned:	Date Received	Requestor notified of approval/denial	



## St. Adalbert Parish - Church and School 3315 St. Adalbert Rd, Rosholt, WI 54473 Purchase Order Requisition - Approval Required Prior to Purchase