

ST. MARY'S CATHOLIC SCHOOL

405 Hollybrook Drive
Longview, TX 75605
www.stmaryslgv.org

(903) 753-1657

FAX (903) 758-7347

PURCHASE ORDER (NOT ORDERED YET)

REIMBURSEMENT (GET MONEY BACK)

REQUISITION (ALREADY ORDERED - PAY BILL)

CREDIT CARD (ALREADY ORDERED or NEEDS TO BE ORDERED)
(CIRCLE ONE)

PURCHASE REQUESTED BY: _____ **DATE TO OFFICE:** _____

Vendor Unknown
 No Preference

VENDOR NAME: _____
(OR WEBSITE)

VENDOR CONTACT: _____ **PHONE:** _____
FAX: _____

PURCHASE REQUEST: _____ **DATE NEEDED:** _____

QUANTITY	DESCRIPTION	COST/UNIT	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

____ **STAFF MEMBER ORDERS**
____ **OFFICE ORDERS**

TAX EXEMPT (NO TAX)
COST (before S & H) _____
SHIPPING & HANDLING _____

FOR CHECKS: (check one - Must include address)

____ **MAIL** ____ **RETURN TO STAFF MEMBER**

TOTAL COST _____

APPROVAL BY PRINCIPAL _____ **DATE** _____
(SIGNATURE & DATE REQUIRED TO BE VALID)

PAGE ____ of ____
FOR OFFICE USE ONLY:

RATIONALE FOR PURCHASE (Staff Use):

REVISED 02/2012

BUDGET CODE: _____
DATE ORDERED: _____
EXPECTED DELIVERY: _____
CONFIRMATION #: _____

