

PURCHASE REQUISITION FORM

REQUISITION NUMBER:		SAINT PETER CATHOLIC SCHOOL 2606 East 5th Street Greenville, NC 27858 (252) 752-3529		PURCHASE ORDER NUMBER:	
DATE:		REQUESTED BY:		QUOTE NUMBER:	
ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION PRICE	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
SUGGESTED VENDOR			SHIPPING		
VENDOR:		CONTACT:		SUB-TOTAL	
ADDRESS:		PHONE:		TAX	
		FAX:		TOTAL	
REQUISITIONER		DATE	FINANCIAL DIRECTOR APPROVAL		DATE
PRINCIPAL APPROVAL		DATE	PASTOR APPROVAL (IF APPLICABLE)		DATE