

**St Mary, Our Lady Queen of Families Parish
Purchase Request**

Date of Request: _____

Requested by: _____

Phone number: _____

Cost: _____

Details of Purchase:

Pastor Approval: _____

(signature)

After request is approved, you may purchase your items.

If the items are to be ordered, please, check with office staff to see if we can get items through a vendor we deal with. If so, give a list of items and quantities to the office staff to order.

*We have accounts with various companies with tax exempt status.

You will be responsible for filling out a Purchase Order to pay for or be reimbursed for any items purchased.