



Purchase Request Form

St. Patrick Parish and School



Make Payable by: Check Credit Card ACH Scrip Gift Card

Credit card and ACH are used only if Checks are not accepted. Credit Card and ACH purchases also require Payment Approval below prior to placing the order. Please note the transaction may not go through if there is no Payment Approval.

Make payable to: _____

Mailing Address: _____

Email Address: _____

Total: \$ _____ Received Invoice: _____ / _____ / _____ Invoice Due Date: _____ / _____ / _____

For credit card purchases only: Order Placed: _____ / _____ / _____ Order Delivered: _____ / _____ / _____

Is this an expense reimbursement request? Yes No Invoice Number: _____

Staff only: *If this is a mileage reimbursement, a mapped route which shows miles traveled is required. Please see the Personnel Policy Manual for the expectations related to employee reimbursement.*

The 2024 mileage rate is .67 ¢ per mile. Is the mapped route attached? Yes No

Purpose of this transaction: _____

Notes: _____

Expense Account Number	Amount	Project Tag:	<i>Income and expensed are specifically tracked outside of income and expense account numbers.</i>
	\$		
	\$		
	\$		
	\$		

Please note a W-9 form is required for all non-reimbursement checks. If a W-9 form is not already on file please contact the vendor to obtain the W-9 form.

Delivery Method: Mail check Hand delivery, send the check to: _____

Invoice Attached: Yes No Requested by: _____ Date: _____ / _____ / _____

Processing Approval: *I, as the payment requestor, certify the attached invoice is valid and the product and/or services were received per the attached invoice:*

Signature: _____ Today's Date: _____

Administrator Approval: *I, as the budget administrator of the expense account number(s) listed above, approve this purchase:*

Signature: _____ Today's Date: _____

Payment Approval: *I, as the Parish Priest, certify the check is prepared properly and approve it as payment for the attached invoice/payment request:*

Signature: _____ Today's Date: _____