

Requisition Form Frequently Asked Questions

Why are requisition Forms required now?

Some projects we have completed, and the ones that will need to be completed in the future are very costly. Also, the parish and school have experienced some increased expenses due to the addition of an associate pastor and necessary part-time staff. These were important and valuable moves, but this means that our expenses are more than has been the case in recent years, we must continue to find ways to maximize our resources.

In an effort to reduce spending, and at the recommendation of our Finance Council, we are taking some big steps and must work together.

Will I receive a reimbursement if I do not complete a requisition form and receive approval?

No, unless it is a true emergency.

Can I submit a request for payment without an approved requisition form and PO number?

No.

What if I submit a requisition form and have not received a response?

Our commitment is to respond within three business. If you have not received communication via email or voice, please call the parish office.

What if my purchase is an emergency?

The expectation is that there should be ample time to plan ahead. If there is something that is purchased as a true emergency, the request for payment will be evaluated on a case-by-case basis.

What if I don't have enough time to submit a requisition form?

Again, it is crucial to plan ahead – if you have not done so, call the parish office and we will do our best work with you.

Who approves the requisition form?

Fr. Rudolph or, in some cases, his designee

Where can I get a requisition Form?

The requisition form is available on the parish website at www.straphaelcrystal.org under the tab “Ministries”, or in the parish and school offices.

How do I turn in a requisition Form?

All forms must be completed and emailed to requisitions@straphaelcrystal.org or brought to the parish office.