

St. Raphael Church and School Requisition Form

Parish Mission Statement:

Glorifying the Blessed Trinity in union with the saints through the celebration of Holy Mass, the sacraments and devotions.

Nurturing vocations to the married life, single life and religious life with the Holy Family as the model.

Providing faith formation opportunities to parishioners, students and members of the community.

Encouraging the fulfillment of baptismal promises through evangelization, responsible stewardship of time, talent and treasure for the Church and those in need.

Today's Date: _____

Group/Ministry Name: _____

Department Name: _____

Budget Account Name & Number (if known): _____

How will this purchase aid the mission of the Church? _____

Have you compared prices with at least three vendors? (list vendor name & price):

1. _____ 2. _____

3. _____ 4. _____

Qty	Item number	Item Description	Purpose	Intended Vendor	Cost per	Total Cost
Example 2	XXXXX	10 oz. hot beverage cups - 50 per pack	Funeral	Amazon	2.75	5.5

Requestor's Name: _____

Requestor's Email: _____

For Office Use:	Date:	Comments:
Date Received: _____	Approved: _____	_____
PO Number: _____	Purchased: _____	_____
	Not Approved: _____	_____
	Need more information: _____	_____