

**Queen of Apostles School - PTO  
Purchase Requisition Form**

Date: \_\_\_\_\_ Requester/Preparer: \_\_\_\_\_

Department/Organization/Fund: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost: \_\_\_\_\_ Event Date: \_\_\_\_\_ Date Check Needed: \_\_\_\_\_

\_\_\_\_\_ **Check here if this will be invoiced to us by the vendor.**

\_\_\_\_\_ **Check here if you would like to have this check returned to you.**

\_\_\_\_\_ **Check here if you would like to have this check mailed.**

\_\_\_\_\_ **Return approved form to the preparer (to place order).**

\_\_\_\_\_ *Check here when order has been placed.*

If the information in this box is on an attached invoice, you **do not** need to transfer it to this box, just check here:

Check Paid to: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Memo Line of Check: \_\_\_\_\_  
(acct. #, reference #, invoice #, reimbursement, etc.)

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Jodi Reagan, Principal

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Kate Lenn, PTO Treasurer

**Account / Code:** \_\_\_\_\_ PTO