



St. Boniface Parish and School

For Office Use
 Purchase Order #:
 Date:
 Vendor ID:

Purchase Order—please fill out and return to Director of Administrative Services for approval at least 2 weeks prior to placing actual order. Once approved, please give the purchase order number supplied by the DAS to the company when placing the order.

Company Ordering From:

Department/Committee:

Purpose for Purchase:

Req By	Ship When	Ship Via				

Quantity	Item	Units	Description	Discount %	Taxable	Unit Price	Total
						Subtotal	
						Tax	
						Shipping	
						Miscellaneous	
						Balance Due	

- Approved
- Not approved

 Department Supervisor Signature

- Approved
- Not approved

 Dir. Of Admin. Services Signature

 Pastor's Signature if Needed