



Saint Raphael the Archangel Catholic Church

To See as Christ Sees and Love as Christ Loves

PURCHASE ORDER REQUEST

Dept/Ministry to charge: _____

Priority: _____

Date Requested: _____

Date Required: _____

Approved By: _____

Save Purchase Order and e-mail to hiltbrunners@saintraphael.org

NOTE: Please allow 3 business days for processing

Requested by:	
Name:	Phone:
Vendor Information	
Name:	Phone:
Address:	

Description	Price

Additional Information	

Subtotal	
Tax Rate	7.75%
Sales Tax	
Other	
Total	

PO Number (Office use only): _____

Reset Form