Calvert Catholic Schools

One Family Committed to Christ

Spiritually • Academically • Physically • Socially

We are a tax exempt organization. If you need a Tax Exempt Certificate or a PO #, please contact Jill Griffin, CFO, at jgriffin@calvertcatholic.org or 419-447-3844 ext. 2228

PURCHASE REQUEST

152 Madison Street
Tiffin, OH 44883
Ph: (419) 447-3844 Fax: (419) 447-2922

CAMPUS LOCATION:

- ☐ Calvert High School - 152 Madison St.
- ☐ Calvert Elementary School - 357 S. Washington St.
- ☐ ASP

VENDOR: (billing address)

VENDOR: (mailing address)

Please select one box below:

☐ **Order placed by requestor**
Date ordered: _____

☐ **Order to be placed by office**
Date ordered: _____

Department	Person Requesting	Date

QTY	Item #	Description	Unit Price	Total

Requests are due Tuesday for payment processing same week.
Most generally, payments will be issued on Thursday each week.

Subtotal	
Shipping & Handling	
Other	
Total	

Business Office Use Only:

- ☐ Issue Purchase Order PO #_____
- ☐ Issue Check
- ☐ Paid with credit card #_____

Account Charged:

Special Instructions: *(i.e., check needed by mm/dd)*

Head of School Approval Date

Chief Financial Officer Approval Date

Completed form must be turned in to your building office.