



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, contact Jill Griffin, Business Manager
If you need a PO #, see Jill Griffin, Business Manager at jgriffin@calvertcatholic.org or 419-447-3844 ext. 125*

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
<p><i>Requests are due <u>Tuesday</u> for payment processing same week. Most generally, payments will be issued on <u>Thursday</u> each week.</i></p>				

Office Use Only: <input type="checkbox"/> Issue Purchase Order PO # _____ <input type="checkbox"/> Issue Check <input type="checkbox"/> Paid with credit card # _____	Subtotal Shipping & Handling Other Total
Account Charged:	

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

Head of School Approval Date

Business Manager Approval Date

Completed form must be turned in to your building office.