Purchase Order
Nativity of Our Lord Parish
185 Applegarth Road
Monroe, NJ 08831

Requested By:_____

Ministry: _____

Date Requested: _____

Expected Order Date: _____

Reason for Expenditure: _____

DATE	VENDOR		DESCRIPTION	AMOUNT
			TOTAL	

Once approved, requestor will receive signed PO. No purchases should be completed without approval. Approved PO should be included with the expense voucher and receipts at time of check reimbursement.

Approved By: _____Date: _____