



Saint Ambrose Parish

PURCHASE REQUISITION and ORDER FORM

Please complete all non shaded areas, secure approvals and submit to the Business Office for processing.
 All orders placed by the Business Office will be processed within 5 working days.

To Be Completed by Business Office:

Requested By: <u>Melanie Amentini</u>	Purchase Order # <u>SAS 0323-001</u>
Date Requested: <u>3/4/2026</u>	Who Ordered:
Date Needed: <u>ASAP</u>	Date Ordered:
Who is to Order: <u>Maryellen Newrones</u>	Expected Delivery Date:
Preferred Vendor: <u>Tech to School</u>	Vendor Used:
Deliver To:	Billing Method: Parish Credit Card: <input type="checkbox"/> Invoice: <input type="checkbox"/>
Special Instructions:	Name on Credit Card:
Payment Method: Credit Card: <input type="checkbox"/> Invoice <input type="checkbox"/> Petty Cash: <input type="checkbox"/>	COA:
Month Expense Incurred: Nov Parish: School <input type="checkbox"/>	

QTY	Item #	Product/Service	Reason for Purchase	COA / Dept.	Estimated Costs	Actual Unit Price	Extended Price
30		iPads	Student use	*030503			\$8,820.00
		<u>Quote # MTA 108202</u>					

Shipping: Melanie Amentini
923 Pearl Road
Brunswick, OH 44212

Sub-Total	
Shipping	
Total Estimate	\$8,820.00

Additional comments: *\$10,000 from Bob Gillingham

Billing: Lisa Cinadr
St. Ambrose School
923 Pearl Rd

Brunswick, OH 44212

All orders must be approved by the Supervisor and/or Pastor prior to purchase.
 Pre-approval too is required when using parish credit card. Provide estimate of costs when pre-approval is requested. When using a parish credit card, submit to your supervisor

mnewrones@staschool.us

330-460-7353

Approved by: [Signature] Date: 3/4/26

(Supervisor; \$199 or less)

Approved by: _____ Date: _____

(Pastor; \$200 or more)