Sacred Heart School

Purchase Order Form and Check Request

Sacred Heart School
1601 Grand Avenue
West Des Moines, IA 50265
Phone 515-223-1284 Fax 515-223-9413

P.O # 201578

VENDOR Name and Address	Invoice #	Date	Date to A/P
Tech to School		11-18-21	
1530 Montague Expwy			
San Jose, CA 95131			
Vendor Fax # -			

Description / Purpose	Account Number	Amount	Total
MAC Book Pro	86B Second Stock	599-	599-
		Subtotal	599-
		Total	599-

REQUESTED BY: Amy Vollstedt

APPROVED BY: [signature]

CHECK TYPE:

	Sacred Heart Church
	Sacred Heart Plus
	Sacred Heart School
	Sacred Heart CFF
	Sacred Heart Youth Ministry
	Other
	In/Out -

SPECIAL INSTRUCTIONS:

AUTHORIZATION:

DATE: **CHECK NUMBER:**

H:\Blank Forms\PO_Form.xls