



PURCHASE ORDER

HOLY TRINITY CHURCH

446 Hamilton St

Southbridge, MA 01550

E-mail holytrinitysouthbridge@gmail.com

Phone 508-765-9559

PURCHASE ORDER DATE: _____

Vendor Name
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Name of person requesting purchase:

Budget Line:

Form of Payment

	Description		AMOUNT
		subtotal	
		SHIPPING	
		TAX	
		OTHER	
		TOTAL	

APPROVED BY _____

DATE _____