

CATHOLIC DIOCESE OF MEMPHIS
PURCHASE REQUISITION OR
TRAVEL ESTIMATE

Date Requested: _____ Total Purchase/Travel Amount: \$ _____

Individual Making Request: _____ Department/School: _____

Item(s) to be Purchased or Conference Planning to Attend and Business Purpose of Expense:

PURCHASE REQUISITION

All purchases greater than \$500 must be approved in advance by a Department Manager/Superintendent. Three quotes (i.e., telephonic, on-line, or written quotes) must be obtained for goods and services purchased greater than \$1,000.00. Please attach bid documentation to requisition. All purchase requisitions greater than \$1,500.00 must be approved in advance by both the Chief Operating Officer and the CFO. No requisition is required for recurring monthly expenses (i.e., utilities, insurance, etc.)

Vendor Name	Amount Quoted
1. – A. _____	B. \$ _____
2. – A. _____	B. \$ _____
3. – A. _____	B. \$ _____

-OR-

CONFERENCE/TRAVEL ESTIMATE

All travel and entertainment must be approved in advance by the Chief Operating Officer. Please attach a copy of any conference registration form and/or agenda. A summary of estimated travel costs are below:

Description	Amount
1. Conference registration	\$ _____
2. Airline	\$ _____
3. Mileage _____ miles at _____ cents per mile	\$ _____
4. Hotel/lodging	\$ _____
5. Other: _____	\$ _____
Total Travel Estimate	\$ _____

Budget account code: _____

Department Manager approval: _____ Date: _____

Chief Operating Officer approval: _____ Date: _____

CFO approval and funds availability: _____ Date: _____