

# Project/Purchase Request

**This is a Diocesan form for internal use only  
and is NOT an approval of the project request**

Parish/School/Diocesan Organization: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person of Contact (if different from Requestor): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Requested (10 business days is typical): \_\_\_\_\_

Vendor/Contractor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Description, including Purpose/Rationale/Case Statement: \_\_\_\_\_

*(include additional attachment if necessary)*

Project time frame (start to finish): \_\_\_\_\_

Project/Purchase amount: \_\_\_\_\_

Source of Funds: \_\_\_\_\_ Insurance Claim? Yes \_\_\_ No \_\_\_

Please list attachments if > \$25,000 - **Do NOT sign any documents on behalf of the owner/Diocese**

- Documented Consultation from Finance Council (e.g. meeting minutes)
- Contract or Proposal of work (signed by contractor)
- Addendum (completed by contractor)
- Certificate of Insurance (from contractor)
- Ohio Worker's Compensation Certificate (from contractor)

Signature: \_\_\_\_\_

*(Pastor, if request is for parish or parochial school; Diocesan School Principal; Diocesan Organization Director)*

***If less than \$25,000 no signature required***

Please submit this form, along with requested attachments to: Office of Finance

197 E Gay St  
Columbus, OH 43215

[projectrequests@columbuscatholic.org](mailto:projectrequests@columbuscatholic.org)