

Detailed Purchase Request Form Sample with Item Descriptions

The **Detailed Purchase Request Form** sample provides a comprehensive template that includes clear item descriptions for accurate procurement. This form streamlines the purchasing process by specifying quantities, specifications, and vendor details. It ensures transparency and efficiency in purchase approvals and record-keeping.

Purchase Request Information

Request Date	2024-07-12	Request No.	PR-2024-1021
Requested By	Jane Doe	Department	IT Department

Items Requested

#	Item Name	Description / Specifications	Quantity	Unit	Preferred Vendor
1	Dell Latitude 5440 Laptop	14" FHD, Intel Core i7-1355U, 16GB RAM, 512GB SSD, Windows 11 Pro	5	Pcs	ABC Computing Supplies
2	Microsoft 365 Business Standard License	1-year subscription, includes Word, Excel, PowerPoint, Outlook, Teams	10	Licenses	Microsoft Partner
3	HP LaserJet Pro M404dn Printer	Monochrome, Duplex, Network-capable, up to 40ppm	2	Pcs	Office Direct Ltd.
4	CAT6 Ethernet Cable (10m)	10 meters, Shielded, RJ45 connectors	8	Pcs	TechWarehouse

Reason for Purchase

Upgrade of IT infrastructure and team software to improve performance and security in line with the department's 2024 objectives.

Approval Signatures

Requested By	Department Head	Procurement Officer	Finance Approval
Jane Doe	John Smith	Sarah Lee	Mark Green