

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 |
|---------------------|-----------------------|----------------------|-----------------------|
| <div>Jane Doe</div> | <div>John Smith</div> | <div>Sarah Lee</div> | <div>Mark Green</div> |