

Purchase Authorization Form

Purpose: This **purchase authorization form** sample is designed to accommodate multiple signatories, ensuring thorough approval and accountability for procurement decisions. It streamlines the purchasing process by clearly outlining roles and responsibilities. Use this form to facilitate transparent and efficient authorization workflows within your organization.

A. Purchase Details

Request Date		Purchase Request Number	
Requestor Name		Department	
Vendor/Supplier			
Description of Goods/Services			
Quantity		Unit Price	
Total Cost			
Justification/Reason for Purchase			

B. Budget Review

Is this purchase within the approved budget?	Yes / No	Budget Code (if applicable)	
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C. Authorization Signatures

Role	Name	Signature	Date
Requestor		_____
Department Head		_____
Finance/Budget Officer		_____
Procurement/Compliance		_____
Executive Approval (if required)		_____

D. Additional Notes/Comments

All signatories must review the attached supporting documents before signing. Contact the Procurement Office for any queries regarding this form or approvals.