

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

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