

Purchase Authorization Form “ With Budget Approval

Instructions: Please complete all fields and attach supporting documentation (e.g. quotes, invoices). Send to your supervisor/manager for budget approval before submission to the procurement team.

Purchase Request Details	
Date of Request	<input type="text"/>
Requested By	<input type="text" value="Your Name"/>
Department	<input type="text"/>
Description of Item/Service	<input type="text" value="Include full details"/>
Supplier/Vendor	<input type="text"/>
Quantity	<input type="text"/>
Unit Cost	<input type="text"/>
Total Estimated Cost	<input type="text"/>
Budget Code/Account	<input type="text"/>
Justification for Purchase	<input type="text"/>

Budget Verification	
<input type="checkbox"/> Budget availability confirmed	
Budget Holder Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Managerial Approval	
Manager Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Submit Request

Note: All purchases must be authorized prior to order placement. Attach all supporting documents for faster approval.