

Purchase Authorization Form

The **purchase authorization form** sample for educational institutions streamlines the approval process for acquiring necessary resources. It ensures transparency and accountability in budgeting and spending. This template is essential for maintaining organized procurement records within schools and universities.

A. Requestor Information

Name:		Department:	
Email:		Phone:	
Date of Request:			

B. Purchase Details

Description of Item/Service	Quantity	Unit Price	Total Price	Supplier/Vendor
Grand Total:				

C. Justification and Purpose

Briefly explain the necessity of this purchase and how it contributes to educational objectives:

D. Budget Information

Budget Code/Account Number	
Amount Allocated	
Amount Remaining	

E. Approval Routing

Supervisor/Department Head	Date	Signature
Financial/Budget Officer	Date	Signature
Principal/Dean/Director	Date	Signature

Please attach any quotations/invoices to this form and submit it to the procurement office.