

Purchase Order Requisition Form Sample

The **purchase order requisition form sample** streamlines the process of requesting and authorizing purchases within an organization. This template ensures accuracy and accountability by clearly detailing item descriptions, quantities, and approval signatures. Utilizing this form helps businesses maintain efficient procurement workflows and budget control.

Requisition Details

Requisition No.	<input type="text"/>	Date	<input type="text"/>
Requester Name	<input type="text"/>	Department	<input type="text"/>
Purpose of Purchase	<input type="text"/>		

Items Requested

Item Description	Quantity	Unit Price	Total Price	Supplier (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Budget Information

Budget Code	<input type="text"/>	Total Estimated Cost	<input type="text"/>
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Authorization

Requested By (Signature & Date)

Approved By (Manager/Supervisor, Signature & Date)

Procurement Department (Signature & Date)