

Purchase Authorization Form

This **purchase authorization form** sample streamlines the equipment procurement process by clearly documenting approval for purchases. It ensures accountability and proper authorization, minimizing errors and delays. Use this form to expedite acquiring necessary equipment efficiently.

Requestor Information

Name:

Department:

Email:

Equipment Details

Item Description	Quantity	Unit Cost	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Justification for Purchase:

Preferred Vendor(s):

Authorization

Approver (Name):

Approver Title:

Approval Date:

Submit Request