

## Purchase Authorization Form - Office Supplies

Use this **purchase authorization form sample** to streamline approval processes for office supplies. It ensures proper documentation and accountability before any purchase is made. This form helps maintain budget control and efficient office management.

**Date of Request:**

**Requested By:**

**Department:**

**Purpose/Justification:**

### Supplies Requested:

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

**Total Estimated Amount:**

**Budget Code/Account:**

**Preferred Vendor (if any):**

**Requested By Signature:**  Date:

**Manager Approval Signature:**  Date: