

Purchase Request Form Sample with Approval Workflow

The **Purchase Request Form Sample with Approval Workflow** streamlines the procurement process by enabling users to submit and track purchase requests efficiently. It incorporates an automated approval system to ensure all requests are reviewed and authorized promptly. This template enhances transparency and accountability in organizational purchasing.

Requester Name

Department

Item Description

Quantity

Estimated Cost

Justification / Reason for Purchase

Submit Request

Approval Workflow

1. **Submission:** Requester submits the form.
2. **Manager Approval:** Line manager reviews and approves/rejects.
3. **Procurement Review:** Procurement department validates compliance and budget.
4. **Final Approval:** Finance or leadership provides final authorization.
5. **Purchase Order Created:** Once all approvals are obtained, the PO is issued to vendor.