

Purchase Authorization Form (International Purchases)

Use this **purchase authorization form** sample to streamline approval processes for international transactions. It ensures compliance with company policies and verifies necessary permissions before finalizing any overseas purchase. This template helps maintain transparency and control in cross-border procurement activities.

Requestor Name:

Department:

Date of Request:

International Supplier Name:

Country of Supplier:

Product/Service Details:

Item Description	Quantity	Unit Price (Currency)	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose of Purchase:

Budget Code/Account:

Currency of Payment:

Incoterm (e.g., FOB, CIF):

Compliance Check (Trade, Legal, Company Policy):

Pending

Additional Comments/Instructions:

Requested By:

Name & Signature

Approved By (Management):

Name & Signature

Submit Authorization Request