

# Purchase Authorization Form

The **purchase authorization form** sample provides a structured template to document vendor details and approval for procurement. It ensures clear communication and accountability in the purchasing process. This form streamlines vendor management and helps maintain compliance with organizational policies.

## A. Vendor Details

Vendor Name	_____
Contact Person	_____
Phone Number	_____
Email Address	_____
Address	_____

## B. Purchase Details

Item/Service Description	_____
Quantity	_____
Unit Price	_____
Total Amount	_____
Reason for Purchase	_____

## C. Authorization

Requested By	_____
Date	_____
Department/Unit	_____

Authorized Approver	_____
Signature	_____
Date	_____