

Government Agency Purchase Authorization Form

The **purchase authorization form** sample for government agencies streamlines the approval process for procurement requests, ensuring compliance and accountability. This form facilitates transparent tracking of authorized purchases, promoting efficient budget management. It is essential for maintaining structured purchasing protocols within public sector organizations.

Agency & Request Details

Agency Name		Department	
Request Date		Purchase Request No.	
Requested By		Position/Title	

Purchase Information

Item Description	Quantity	Unit Cost	Total Cost	Supplier/Vendor

Purpose/Justification

Budget Account Coding

Account Code	Funding Source	Budget Limit	Amount Requested

Approvals & Authorization

Requested By		Date	
Budget Officer		Date	
Authorized Approver		Date	

Note: Attach all relevant quotations, justifications, and additional documentation as required by procurement policies.