

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.