

Purchase Request Form

Use this **Purchase Request Form Sample** with multiple line items to streamline your procurement process efficiently. It allows you to list several products or services in one request, ensuring clarity and accuracy. Ideal for businesses seeking organized and detailed purchasing documentation.

Requested By:  Date:

Department:  PRF No:

Purpose/Comments:

#	Description	Quantity	Unit	Unit Price
1	<input type="text" value="e.g., Printer Toner Cartridge"/>	<input type="text" value="1"/>	<input type="text" value="pcs/bottles/boxes"/>	<input type="text"/>
2	<input type="text" value="e.g., Office Chair"/>	<input type="text" value="1"/>	<input type="text" value="pcs/bottles/boxes"/>	<input type="text"/>
3	<input type="text" value="e.g., Laptop"/>	<input type="text" value="1"/>	<input type="text" value="pcs/bottles/boxes"/>	<input type="text"/>
				Grand To

Approvals:  
Approved By:  Date: