

Purchase Request Form Sample for School Purchases

The **Purchase Request Form** sample for school purchases streamlines the procurement process by ensuring clear documentation and approval of all requested items. It helps maintain budget accuracy and promotes transparency in school expenditures. Using a standardized form simplifies communication between staff and suppliers.

Purchase Request Form

Date of Request:

Requested by (Name):

Department/Grade:

Email:

| Item Description | Quantity | Unit Cost | Total Cost | Purpose/Notes |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Budget Code:

Total Amount Requested:

Approvals

Requested by (Signature): Date:

Department Head Approval: Date:

Finance Approval: Date:

Instructions:

- Fill out all required fields and include detailed descriptions of requested items.
- Ensure all approvals are obtained before submission to the purchasing office.
- Attach supporting quotations or documentation when available.