Requisition Order Form

This **requisition order form sample** streamlines the procurement process by incorporating an efficient approval workflow, ensuring all requests are properly reviewed. Designed for clarity and ease of use, it helps organizations manage purchasing with accountability and transparency. Automating approvals reduces delays and enhances operational efficiency.

Requisition ID

REQ-2024-00123

Requester Name

Department

IT ▼

Date

Item Details

Item Description	Quantity	Unit Price	Total
Laptop	2	1200	2400
Monitor	2	300	600

Justification / Purpose

Attachments

Choose File No file selected

Submit Requisition

Approval Workflow

Stage 1: Department Head - Approved (2024-06-14)

Stage 2: Procurement Officer - Pending

Stage 3: Finance Manager - Pending

Stage 4: Director - Pending