**Requester Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Employee ID: |  | Job Title/Position: |  |
| Department: |  | Supervisor’s Name: |  |
| Phone Number: |  | Email Address: |  |
| Date of Request: | (DD/Mm/YYYY) |  |  |

**Supply Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Name** | **Description** | **Quantity Needed** | **Unit Price ($)** | **Total Cost ($)** | **Supplier/Source** | **Date Needed By (DD/MM/YYYY)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| **Total Estimated Cost:** $ | $[amount] |

**Purpose of Request**

|  |  |  |
| --- | --- | --- |
| **Reason for Request (select all that apply):** | Office Supplies | IT Equipment |
| Maintenance Supplies | Project Materials |
| Other: | |
| **Describe the need for the supplies:** |  | |

**Budget Information**

|  |  |  |
| --- | --- | --- |
| **Is the request within the departmental budget?** | Yes | No |
| **Budget Code/Cost Center:** |  | |

**Approval Workflow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver** | **Title/Position** | **Date** | **Signature** |
| Requester |  | (DD/Mm/YYYY) |  |
| Supervisor/Manager |  | (DD/Mm/YYYY) |  |
| Department Head |  | (DD/Mm/YYYY) |  |
| Procurement/Finance |  | (DD/Mm/YYYY) |  |

**For Procurement/Finance Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Order Number:** |  | **Date of Order:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | (DD/MM/YYYY) |
| **Supplier Contacted:** | Yes | No |  |
| **Comments:** |  | | |
|  | | |
| **Procurement/Finance Representative Name:** | |  | |
| **Signature:** |  | **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | (DD/MM/YYYY) |

**For Receiving Department Use Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date Received:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | (DD/MM/YYYY) | | **Items Inspected:** | | Yes No | |
| **Condition of Items:** | Excellent | Good | | Fair | | Poor |
| **Comments:** |  | | | | | |
|  | | | | | |
| **Received By:** |  | | | | | |
| **Signature:** |  | | **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | | (DD/MM/YYYY) | |

**Requester Acknowledgement**

|  |  |
| --- | --- |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Requester Name), confirm that I have received the supplies as listed and in the stated condition. | **Requester Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ (DD/MM/YYYY) |