**Requisition Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Requisition Number: |  | Date: | (DD/MM/YYYY) |
| Department: |  | Requested by: |  |
| Job Title/Position: |  | Email Address: |  |
| Contact Number(s): |  |  |  |

**Item Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Description** | **Quantity** | **Unit Price** | **Total Price** | **Required By Date** | **Vendor/Supplier** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Total: | $(amount) |  |  |

**Justification for Purchase**

|  |  |  |
| --- | --- | --- |
| Reason for Purchase | Intended Use | Budget Amount/Cost Center |
|  |  |  |

**Approval Workflow**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designate** | **Title/Position** | **Date** | **Signature** |
| Requested By |  |  |  |
| Department Head |  |  |  |
| Purchasing Manager |  |  |  |
| Finance Department |  |  |  |

**Special Instructions/Comments**

|  |
| --- |
|  |
|  |
|  |

**For Purchasing Department Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purchase Order No. |  | Date Issued: | | (DD/MM/YYYY) |
| Vendor Confirmation: | Yes | | No | |
| Delivery Date: | (DD/MM/YYYY) | Received By: | |  |
| Date Received: | (DD/MM/YYYY) |  | |  |

**Attachments**

* Quotes/Proposals
* Specifications
* Approval Emails
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**

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| --- |
|  |
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