

Purchase Requisition Form

Request internal review of a proposed purchase before a purchase order is issued. Enter estimated costs and route according to your organization's process.

Requisition number	Request date	Required by
Requested by	Department	Cost center or budget code

Business Justification

Purpose _____

Preferred supplier (optional) _____

Requested Items

Item description	Qty	Unit	Est. unit cost	Est. line cost

Estimated items subtotal _____

Shipping or other estimated cost _____

Grand estimated total _____

Approval Record

Review step	Name or signature	Date	Decision or comments

Notes

Notes _____

This is an internal planning form. It does not issue an order, enforce a budget, or establish procurement compliance.