[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Purchase Requisition Form

Stopping unapproved spending: what is needed, why, what it costs, and who approved it, before any order is placed.

Document: Purchase Requisition Form **Version:** 2.0
Prepared by: _____ **Owner:** _____
Date: _____ **Review date:** _____

Request details
Requested by: _____ **Department:** _____
Request date: _____ **Required by:** _____

Item details
(1) **Item:** _____ **Description:** _____ **Quantity:** _____ **Unit:** _____
(2) **Item:** _____ **Description:** _____ **Quantity:** _____ **Unit:** _____
(3) **Item:** _____ **Description:** _____ **Quantity:** _____ **Unit:** _____
(4) **Item:** _____ **Description:** _____ **Quantity:** _____ **Unit:** _____

Business justification
Reason for this purchase: [reason in one or two sentences].
What happens if it is not purchased: [consequence].
Alternatives considered: [cheaper option, existing stock, or borrowing].

Cost and supplier
(1) **Item:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(2) **Item:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(3) **Item:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
(4) **Item:** _____ **Supplier:** _____ **Unit price:** _____ **Total:** _____
Total cost: _____ **Budget code:** _____

Approval
Approved by: _____
Decision: Approved / Approved with changes / Refused
Signature and date: _____ **Reason if refused:** _____
Conditions: _____

Order details
Order placed by: _____ **Order date:** _____
Supplier order reference: _____ **Expected delivery:** _____
Goods received on: _____ **Checked against this requisition by:** _____

Checklist
[ ] Every item has a quantity and a unit, and the justification is written.
[ ] Costs are quoted per item with a supplier, and the total matches the budget code.
[ ] The request is approved before any order is placed, and delivery is checked against it.