[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Request details

Requested by	**[Requested by]**
Department	**[Department]**
Request date	**[Request date]**
Required by	**[Required by date]**

Item details

Item	Description	Quantity	Unit

[Company name]

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

Item	Supplier	Unit price	Total

Total cost	
Budget code	**[Budget code]**

Approval

Approved by	**[Approver name]**
Decision	Approved / Approved with changes / Refused
Signature and date	
Reason if refused	
Conditions	

Order details

Order placed by	
Order date	
Supplier order reference	

[Company name]

Expected delivery	
Goods received on	
Checked against this requisition by	

Checklist

Done	Check
	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.