Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Request details

Requested by	Requested by
Department	**Operations**
Request date	**9 November 2026**
Required by	**9 November 2026**

Item details

Item	Description	Quantity	Unit

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Item	Description	Quantity	Unit

Business justification

Reason for this purchase: **Reason in one or two sentences as agreed at the meeting**.

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	Emma Clarke
Decision	Approved / Approved with changes / Refused

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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

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.