[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]

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

Item	Supplier	Unit price	Total

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

[Company name]

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	
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.