

PURCHASE REQUISITION

Requisition #: _____

Date raised: _____

Needed by: _____

Requested by: _____

Department / team: _____

Job title: _____

Phone / email: _____

Budget code / cost centre: _____

Project or job reference: _____

Deliver to: _____

Suggested supplier: _____

What is needed

Item or service needed	Specification / part no.	Qty	Unit	Est. unit price	Estimated total

Why it is needed - what it is for and what happens without it

Estimated goods

Tax, if known

Delivery

Estimated total

Urgency: ☐ Routine ☐ Needed by the date above ☐ Urgent

Quotes attached: ☐ Yes ☐ No ☐ Not needed

Approvals

Stage	Name and role	Signature	Date	Approved
Line manager				☐
Budget holder				☐
Purchasing / finance				☐

Nothing is ordered from this form: purchasing raises the order once every approval above is signed.