

Purchase Order Requisition Form

Form Owner: Finance
Form Used By: Individuals, Managers
Process Responsibility: Managers, Finance
Final Accountability: Finance

Date:	Requested by:	Cost Ctr. No:	Deliver to:	Phone Ext:	Location:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item #	Qty	Description	Unit Cost (\$)	Extended Cost (\$)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total P.O. Value = \$				0

Reason for Purchase:

Date Required:

Manager Approval: _____ Director Approval: _____

Vice-President Approval: _____ President Approval: _____

FOR PURCHASING USE ONLY

P.O. Date:	<input type="text"/>	P.O. Number:	<input type="text"/>
Vendor:	<input type="text"/>		
Vendor:	<input type="text"/>		
Vendor:	<input type="text"/>		

Purchase Order Requisition Form

Additional Information

Related Documents

- [Purchase Orders – Terms and Conditions](#)
- [Capital Expenditure Justification Form](#)
- [Capital Expenditure Authorization Form](#)
- [Check Request Form](#)
- [Accounts Payable](#)

Additional Resources

- Insert names of additional resources **outside** the Intranet site that are related to this practice and the reader might find helpful. Hyperlink to these documents where practical.