**Purchase Requisition Template**

|  |  |  |
| --- | --- | --- |
| PURCHASE REQUISITION |   |  |
| **REQUESTED BY** |   |
| Click or tap here to enter text. |   |
| **DEPARTMENT** |   |
| Click or tap here to enter text. |   |
|  |  |   |  |  |
| **PURPOSE / USE** |  | **REQUISITION NUMBER** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **VENDOR NAME** |  | **REQUISITION DATE** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **VENDOR ADDRESS** |  | **DATE NEEDED** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **POINT OF CONTACT** |  | **CHARGE TO** |
| Click or tap here to enter text. |  | Click or tap here to enter text.  |
| **PHONE AND EMAIL** |  | **SHIP VIA** |
| Click or tap here to enter text. |  | Click or tap here to enter text.  |
| **ITEM NO.**  | **PRODUCT / SERVICE DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 0001 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
|   | SUBTOTAL | $0.00 |
|  |  | TAX | $0.00 |
|  |  | SHIPPING AND HANDLING | $0.00 |
|  |  | TOTAL | $0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| APPROVALS |  |  |  |
| **SIGNATURE 1** | **NAME** | **DATE** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| **SIGNATURE 2** | **NAME** | **DATE** |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
| TERMS AND CONDITIONS |  |  |  |
| Click or tap here to enter text. |
|  |
|  |  |  |  |  |  |
| **BUDGET CODE** |  |
| Click or tap here to enter text. |  |
| **AVAILABLE BUDGET** |  |
| Click or tap here to enter text. |  |
| **ALLOCATED BUDGET** |  |
| Click or tap here to enter text. |  |

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