Purchase Request Template

| | Purchase Request ID | Request Date | Requester Name | Department | Item/Service Name | Quantity | Unit Price | Total Price | Supplier | Reason for Purchase | Approval Status | Approved By |
|----|---------------------|--------------|----------------|------------|-------------------|----------|------------|-------------|----------|---------------------|-----------------|-------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |