

Purchase Requisition Template

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PURCHASE REQUISITION

REQUESTED BY

DEPARTMENT

PURPOSE / USE

VENDOR NAME

VENDOR ADDRESS

POINT OF CONTACT

PHONE AND EMAIL

YOUR LOGO

REQUISITION NUMBER

REQUISITION DATE

DATE NEEDED

CHARGE TO

SHIP VIA

ITEM NO.	PRODUCT / SERVICE DESCRIPTION	QTY	UNIT PRICE	TOTAL
			SUBTOTAL	
			TAX	
			SHIPPING AND HANDLING	
			TOTAL	

APPROVALS

SIGNATURE 1	NAME	DATE
SIGNATURE 2	NAME	DATE

TERMS AND CONDITIONS

BUDGET CODE
AVAILABLE BUDGET
ALLOCATED BUDGET

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