**Purchase Requisition Template**

|  |  |  |
| --- | --- | --- |
| PURCHASE REQUISITION |   | YOUR LOGO |
| **REQUESTED BY** |   |
| Name |   |
| **DEPARTMENT** |   |
| Department |   |
|  |  |   |  |  |
| **PURPOSE / USE** |  | **REQUISITION NUMBER** |
| Description |  | 0 |
| **VENDOR NAME** |  | **REQUISITION DATE** |
| Name |  | MM/DD/YY |
| **VENDOR ADDRESS** |  | **DATE NEEDED** |
| Address |  | MM/DD/YY |
| **POINT OF CONTACT** |  | **CHARGE TO** |
| Name |  |   |
| **PHONE AND EMAIL** |  | **SHIP VIA** |
| Phone | Email |  |   |
|  |
| **ITEM NO.**  | **PRODUCT / SERVICE DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| 0 | Product 1 | 0 | $0.00  | $0.00 |
| 0 | Product 2 | 0 | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   |   |   | $0.00  | $0.00 |
|   | SUBTOTAL | $0.00 |
|  |  | TAX | $0.00 |
|  |  | SHIPPING AND HANDLING | $0.00 |
|  |  | TOTAL | $0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| APPROVALS |  |  |  |
| **SIGNATURE 1** | **NAME** | **DATE** |
|   |   | MM/DD/YY |
| **SIGNATURE 2** | **NAME** | **DATE** |
|   |   | MM/DD/YY |
| TERMS AND CONDITIONS |  |  |  |
|   |
|  |
|  |  |  |  |  |  |
| **BUDGET CODE** |  |
|   |  |
| **AVAILABLE BUDGET** |  |
| $0.00 |  |
| **ALLOCATED BUDGET** |  |
| $0.00 |  |

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