**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word&utm_medium=content&utm_campaign=Purchase+Requisition-word-9181)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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