



**Company Name: TOP BEVARAGE INDUSTRIES AND TRADING**

**Document No. OF/FAD/001**

**Title: Purchase Request Form**

**Revision No 003**

**Page No 1**

**To: Finance Department Addis Ababa**

**Date \_\_\_\_\_**

The materials listed below are requested for purchase by the following departments.

SN	Department	Item Description	UoM	Requested Quantity	Expected Unit Price	Expected Total Price	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Prepared by**

\_\_\_\_\_

**Checked by**

\_\_\_\_\_

**Approved by**

\_\_\_\_\_

**Sign \_\_\_\_\_**

**Sign \_\_\_\_\_**

**Sign \_\_\_\_\_**