**Requisition Form**

|  |  |  |
| --- | --- | --- |
| <Logo> | <Company Name> | Normal |

|  |
| --- |
| Purchase Requisition Format |

|  |  |  |  |
| --- | --- | --- | --- |
| Organization: |  | Document No. |  |
| Department: |  | Revision |  |
| Section: |  | Sheet | 1 of 1 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of request | | 2024-04-10 | | Date required | | | 2024-04-30 | |
| Requested By | | John Smith | | Approval Manager | | | Jane Done | |
| Cost Center | | CC001 | | GL. Account | | | 12345 | |
| Vendor Name | | ABC Suppliers | | Vendor Content | | | Emily Johnson | |
|  | | | | | | | | |
| Details | | | | | | | | |
| SI No. | Material Code | | Material Name | | Qty | Unit Price | | Total Price |
| 1 | MC 001 | | Office Chairs | | 10 | $50 | | $500 |
| 2 | MC002 | | Desktop Computers | | 5 | $1000 | | $5000 |
| … | … | | … | | … | … | | … |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By:(Signature) |  | Approved By:  (Signature) |  |
| Date: |  | Date: |  |