**PURCHASE REQUEST**

|  |  |  |
| --- | --- | --- |
| Entity Name: «agency-name» | PR No.: «pr-no» | Date: «date» |
| Office/Section: «office-section» | Responsibility Center Code: «agency-code» |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Unit | Item Description | Qty | Unit Cost | Total Cost |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PURPOSE: «purpose» | | | | |
|  | Requested by: |  | Approved by: |  |
| Signature: |  |  |  |  |
| Printed Name: | «requestedby» |  | «signatory\_1» |  |
| Designation: | «requestedby-designation» |  | «title\_1» |  |