**Purchase Requisition**

**Requested by:** {requestedBy.firtstName} {requestedBy.lastName}

**Date:** {createdAt}

**Department:** {department.name}

**Description:** {description}

**Justification:** {justification}

Requested Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Description** | **Type** |
| {-w:tr requestedItems}{quantity}{/requestedItems} | {itemTitle} | {itemDescription} | {procurementType} |

Quotations Received

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Document** | **Contact Phone** | **Total** |
| {-w:tr quotations} {provider}{/quotations} | {document} | {contactPhone} | {total} |

**Approved Quotation:**

{approvedQuotation}

**Approved by:** {approvedBy.firtstName} {approvedBy.lastName}

**Approval Date:** {approvedAt}

{approvedSignature | asImage | width:300}

**Approval Signature**