

Purchase Request

Request Date: 2024-12-10

Supplier: SampleSupplierCo

1. Purpose of Request

This document requests internal approval to initiate a purchase order with **SampleSupplierCo** for the items listed below.

These items require replenishment due to projected stock levels and operational needs. Approval is required before proceeding with PO issuance.

2. Requested Items

ItemCode	ItemName	Suggested Qty	Notes
200100	SampleItemA	2000	Approaching replenishment threshold
200101	SampleItemB	1200	QA documentation required prior to shipment

3. Justification for Procurement

- Current stock levels indicate the need for replenishment within standard procurement lead time.
- Supplier performance and item history have been reviewed to inform the recommended timing.
- The proposed items are essential to maintain availability for upcoming operational periods.

(Note: Detailed analytical findings are available in the corresponding stock-risk report but are not included in this requisition document.)

4. Recommended Procurement Timing

- SampleItemA (200100)**
 - Recommended PO Issue Date: within the standard 2-week procurement window
 - Target Receipt Date: 2025-04-01
 - Notes: Delivery window aligns with typical supplier lead time

- **SampleItemB (200101)**

- Recommended PO Issue Date: within the standard 2-week procurement window
 - Target Receipt Date: 2025-04-03
 - Notes: Ensure updated QA documentation is confirmed prior to shipment
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5. Approval Required

Role	Signature
Purchasing Manager	
Operations Director	
Finance Officer	