PURCHASE REQUISITION

Internal request to buy, approved before a purchase order goes to a vendor. Yellow cells are yours; totals and the approver follow by formula.

Requisition #	PR-2027-0042	**Budget / cost center**	IT equipment 2027
Date	01/11/2027	**Needed by**	01/25/2027
Requested by	Jordan Lee	**Suggested vendor**	Example Tech Supply
Department	Customer Support	**Ship to**	Main office
Reason for purchase	Replace three support laptops that are out of warranty.		

#	Item and description	Qty	Unit	Est. unit price	Line total
1	Laptop, 14-inch, 16 GB RAM, 512 GB SSD	3	each	$1,150.00	$3,450.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Subtotal	$3,450.00
				Est. shipping	$25.00
	Tax rate on the estimate (0 if exempt or unknown)		0.00%	**Est. sales tax**	$0.00
				TOTAL	**$3,475.00**

Approval limits

	Approver	Up to	Approver for this total
1	Department manager	$2,500.00	**Finance**
2	Finance	$10,000.00	
3	Owner or CFO	No limit	

	Requested by (name, signature)	Date	Approved by	Date

Purchasing use: PO number		**Vendor quote attached**	

The requester and the approver should be different people. Keep the approved requisition with the purchase order, the vendor's invoice and proof of payment: the IRS asks for documents showing payee, amount, proof of payment, date and description, generally for 3 years.