**Purchase Requisition**

PR No :
PR Date : April 28, 2022
Supplier Code :
Supplier Name :
Address :
Telephone :
Contact Person :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Item Code** | **Item Name** | **UOM** | **Qty** | **Unit Price** | **Amount** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | Total |  |

Ship to :

Requested by : Date : April 28, 2022 Signature :

Approved by : Date : April 28, 2022 Signature :

**PURCHASE REQUISITION**

|  |  |  |
| --- | --- | --- |
|  | Date April 28, 2022  | **Office Use:** |
|  |  |  |
|  | Unit Name | PO Number |
|  |  |  |
|  | Account & Line Item to be Charged | Date |
|  |  |  |
|  | Contact Person |  |
|  |  |  |
|  | Phone Number |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Date |  | Office use: |
| Unit Name |  | PO Number |
| Account & Line Item to be Charged |  | Date |
| Contact Person |  |  |
| Phone Number |  |  |
|  |  |  |
| **Vendor** |  |  |
| Name |  | Tax payer ID# |
| Address |  |  |
| City State Zip Code |  |  |
| Phone Number |  |  |
|  |  |  |
| THE ITEMS LISTED BELOW WILL BE USED FOR THE FOLLOWING PURPOSE: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Quantity** |  | **Unit Cost** | **Total Cost**  | **Description of materials or services** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sales Tax |  |  |  |  |
|  |  | Freight |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Total | $ | (Not to exceed amount : in $) |

Unit Director Business Manager / Controller

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The information in this document is designed to provide an outline that you can follow when formulating business or personal plans.

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