Purchase Requisition Form PDF

**Requisition Date: \_\_\_\_\_\_\_\_  
Requisition Number: \_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_  
Requested By: \_\_\_\_\_\_\_\_**

**Approval By: \_\_\_\_\_\_\_\_**

### **Item Details**

**Table:**

| **Item No.** | **Description** | **Quantity** | **Estimated Cost** |
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**Justification for Purchase:**

**Additional Information:**

### **Approval Section**

**[ ] Approval Required  
[ ] Not Required**

**Authorized Signature: \_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_**

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