**Sample Purchase Requisition Form with Answer**

**Date of Request: \_\_\_\_\_\_\_\_
Requisition Reference: \_\_\_\_\_\_\_\_**

### **Requester Details**

**Initiated by: \_\_\_\_\_\_\_\_
Position: \_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_**

### **Specifications of Required Items**

| **Item ID** | **Description of Item** | **Quantity** | **Price Estimate** |
| --- | --- | --- | --- |
| **001** | **Example: Office Chairs** | **10** | **$150** |
| **002** | **Example: Desktop Computers** | **5** | **$1200** |
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**Reason for Request:**

### **Approval and Acknowledgment**

**Approved by: \_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_**