

# PURCHASE REQUISITION

Enterprise ID: #####-#####

Date: YYYY-MM-DD

Requisition #: REQ-000000

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## REQUESTOR INFORMATION

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Cost Center: \_\_\_\_\_

## SUGGESTED VENDOR

Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Item #	Description	Qty	Unit Price	Total
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Item #	Description	Qty	Unit Price	Total
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Subtotal \$0.00  
 Tax Rate 0.00%  
 Shipping/Handling \$0.00  
 TOTAL REQUISITION \$0.00

**BUSINESS JUSTIFICATION / NOTES**

*Enter primary reason for procurement...*

\_\_\_\_\_  
 Requested By / Date

\_\_\_\_\_  
 Dept. Head Approval / Date

\_\_\_\_\_  
 Finance Approval / Date