Purchase Order Request

Raise a purchase request or order: supplier, items, quantities, prices, delivery details, budget code and approval.

Order

Requested by *	
Department / job	
Date *	_____ / _____ / _____
Supplier *	
Supplier contact	
Budget / cost code	
Required by	_____ / _____ / _____
Delivery address	

Items

Item description *	Part / product code	Quantity *	Unit price (£)	Line total (£)

Approval

Order total (£) *	
Reason for purchase	
Approval	☐ Approved ☐ Declined ☐ Pending
Approved by	

Approver signature	
PO number	

* Required