

Internal Expense Purchase Order Request

PO Request No.: _____

Date: _____

_____/_____/_____

Requested By: _____

Department: _____

Project / Cost Center: _____

Supplier / Vendor Name: _____

Expense Details

| Description | Quantity | Unit Price | Total Amount | Remarks |
|---------------|----------|------------|--------------|---------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| Total Amount: | | | _____ | |

Purpose / Justification

Requested By: _____

Date: _____

Approved By: _____

Date: _____

Reviewed By (Finance): _____

Date: _____

Important Notes

- All sections of this form must be accurately completed before approval.
- Attach quotations or supporting documents where applicable.
- Ensure expense is aligned with company budget and policy.
- Approval from relevant authorities is mandatory prior to procurement.
- Keep a copy of the completed request for internal records.