

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.