Procurement Authorization Request Form

Request Details

Date of Request

Department

Requested By

Contact Email

Procurement Items

Item Description	Quantity	Estimated Unit Cost	Total Estimated Cost	Justification

Budget & Supplier Information

Budget Code / Account

Preferred Supplier (if any)

Expected Delivery Date

Approval

Approver's Name

Approver's Title

Approval Date

Additional Comments

Add comments or special instructions here...

Important Notes

- Ensure all relevant information and justifications are provided for each item.
- Incomplete forms may delay the procurement process.
- This request must be approved by department head or authorized personnel prior to processing.
- Attach supporting documents (quotations, specifications) if available.
- Adhere to internal procurement policy and budget limits.