

Purchase requisition / internal review

Complete the request and quote references for internal review. An authorised colleague records the decision before an order is placed.

Request ref. / date

Requested by / department

Cost centre / project

Needed by / delivery location

Goods / services requested

Item / specification	Qty / unit	Quoted amount	Supplier / quote ref.

Currency / quoted total

Tax / delivery included? As quoted

Business reason / supporting reference

Why this is needed / alternatives considered / attachment reference

INTERNAL DECISION ☐ Proceed ☐ More information ☐ Decline

Decision conditions / follow-up

Reason / limits / details to confirm

Decision by / date

Order ref., once placed
