Purchase Order Request Summary

Date:

Requestor:

Department:

Selected Vendor Name:

Selected Vendor Contact Information: [Name, phone number and email address]

Items/Services Requested: [Provide detail with [Item/Service] - [Quantity] – [Total Price] Include an addition document if more lines are required.]

1.

2.

3.

4.

Total Estimated Cost:

Reason for Choosing Vendor: [Provide a detailed explanation of why this vendor was chosen, including factors such as pricing, quality, reliability, previous experience, customer service, and any competitive comparisons.]

Budget Approval: ☐Yes ☐No (If No, provide reason)

Approval Signatures:

Manager/Supervisor Name:

Signature:

Date:

Additional Notes: [Include any other relevant information, such as special delivery requirements, warranties, or compliance with organizational procurement policies.]