# Procurement Request Form

**Purpose:** This form is used to initiate the procurement process by documenting the necessary items to be purchased, their justification, estimated cost, and approval routing. This helps streamline the purchasing workflow and ensures accountability.

## Requester Information

**Name:** {requesterName}

**Department:** {department}

**Date:** {requestDate}

**Contact Email:** {contactEmail}

## Procurement Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Estimated Unit Cost** | **Total Estimated Cost** | **Justification** |
| {#items}{itemDescription} | {quantity} | {unitCost} | {totalCost} | {justification}{/items} |

## Vendor Preference

**Preferred Vendor (if any):** {preferredVendor}

## Delivery Requirements

**Required Delivery Date:** {deliveryDate}

**Delivery Location:** {deliveryLocation}

## Budget and Funding

**Budget Code:** {budgetCode}

**Total Amount Requested:** {totalRequestAmount}

**Funding Source:** {fundingSource}

## Additional Notes

{additionalNotes}

{#supportingDocuments}

### Supporting Documents

* {documentName} - *{documentDescription}*

{/supportingDocuments}

## Approvals

**Supervisor Name:** {supervisorName}

**Approval Status:** {approvalStatus}

{^approvalStatus}Note: This request has not been approved yet.{/approvalStatus}