

**PURCHASE ORDER REQUISITION**

**Item/Service requested** ……………………………………………………………………………………………………………………. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Name of supplier/service provider** …………………………………………………………………………………………………

**Approximate cost** ………………………………………………………………………………………………………………………………

***(Please attach 3 quotations whenever possible)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Allocation** | **Budget Full Year $** | **Expenditure to date** | **Balance to spend** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Date ………………………………………… Requested by…………………………………………………**

**Approved by ………………………………………………………………………… (Operations Executive)**

**Approved by ………………………………………………………………………… (General Manager)**