



## PURCHASE ORDER REQUEST FORM

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

NO.	DISCREPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	RECIEVED
1.						YES <input type="checkbox"/> NO <input type="checkbox"/>
2.						YES <input type="checkbox"/> NO <input type="checkbox"/>
3.						YES <input type="checkbox"/> NO <input type="checkbox"/>
4.						YES <input type="checkbox"/> NO <input type="checkbox"/>
5.						YES <input type="checkbox"/> NO <input type="checkbox"/>
6.						YES <input type="checkbox"/> NO <input type="checkbox"/>
8.						YES <input type="checkbox"/> NO <input type="checkbox"/>
9.						YES <input type="checkbox"/> NO <input type="checkbox"/>
10.						YES <input type="checkbox"/> NO <input type="checkbox"/>
11.						YES <input type="checkbox"/> NO <input type="checkbox"/>
12.						YES <input type="checkbox"/> NO <input type="checkbox"/>
REMARKS:				TOTAL		

EMPLOYEE: \_\_\_\_\_ DEPT. HEAD: \_\_\_\_\_

PROCUREMENT HEAD : \_\_\_\_\_ CEO \_\_\_\_\_

I RECEIVED THE ABOVE-MENTIONED ITEMS ON THIS DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RECIEVER: \_\_\_\_\_ SIGNATIURE: \_\_\_\_\_