

# REQUISITION FORM

Department: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

## Items Requested:

Item Description	Quantity	Unit Price (GBP)	Total Price (GBP)

## Justification for Requisition:

Please provide a detailed explanation justifying the need for the items requested above, including how they support operational requirements, and confirm that budget approval has been obtained in accordance with organisation policies.

## Terms and Conditions:

1. All requisitions are subject to approval in accordance with the organisation's financial regulations. 2. The requester affirms that the items requested are necessary and budgeted. 3. The organisation shall not be held liable for any claims arising from misuse or unauthorized procurement. 4. All purchases must comply with applicable UK laws and organisational procurement policies. 5. Confidentiality of pricing and supplier information must be maintained unless disclosure is required by law. 6. Any discrepancies or disputes arising out of this requisition shall be governed by UK law exclusively.

**REQUESTER'S SIGNATURE**

**APPROVER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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