

Employee Purchase Request Form

Date

Company Logo

Employee Purchase Request Form

This is an employee purchase request form. Kindly fill in your details followed by the details of the items which you request to purchase.

Employee Details

Name Of The Employee

Designation Of The Employee

Department Name Of The Employee

Contact Number Of The Employee

Email Address Of The Tenant

Address Of The Employee

Kindly Fill The Details Of The Items Requested

The following are the items which are available for purchase request. Select the ones you require.

- Printer ink
- Printer sheets
- Pens and pencils
- Stencils
- Calculators
- Staplers
- Dustbins
- Computer equipments(mention the exact names of the equipments
- Files/folders
- Glue
- Letterheads
- If any other other(please specify) _____.

Of the above selected items, please mention the names with the respective quantities of the items that are requested.

Select the reason for the purchase request of each of these above mentioned items.

- a) Inventory stocking
- b) Shortage of supplies
- c) Upcoming major projects for which the items will be required
- d) If any other, please mention_____.

Signature Of Team Leader

Signature Of Department Head

Signature Of The Employee Who Has Made
The Request