**Item purchase** **request for approval**

**YYYY/MM/DD**

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| --- | --- | --- | --- |
| **Name** |  | **Department** |  |

|  |  |
| --- | --- |
| **Title** |  |

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| --- |
| **Details** |
| **Name of the item** |  |
| **Quantity** |  |
| **Price (tax included)** |  |

|  |  |
| --- | --- |
| **Purpose of use** |  |
| **Attached documents** |  |
| **Expected date of purchase** |  |