

Purchase requisition

Whenever staff members require items to deliver their work they have the need to communicate this demand.

A purchase requisition (also known as a purchase request) is an [internal order](#) filed by an employee or department within an organization to request the procurement of goods or services. It is usually the initial step in the procurement process and serves to communicate the need for an item or service to the procurement or purchasing department. Key characteristics of a purchase requisition include:

- It specifies the item(s) or service(s) required, along with quantities, specifications, and any other necessary details.
- It includes information about the requesting department, such as the budget center or cost center responsible for the procurement.
- It typically requires approval from authorized personnel before it can proceed to the next stage, such as a department manager or procurement officer.
- It serves as an internal communication tool, enabling the purchasing department to assess the request, determine the appropriate procurement method, and initiate the purchasing process.

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