PURCHASE INDENT

Material requisition to stores and purchase

Indent no.	Date	Department	Cost centre and budget head
Indent type	Priority	Deliver to	Suggested vendors

Sr.	Item code	Description and specification	Unit	Stock in hand	Qty required	Est. rate	Est. value	Required by	Purpose or where used
						Estimated total			

For stores

Check stock in hand and open purchase orders before this goes to purchase. Issue from stock where you can, and forward only the balance. Capital items and services need the capex or service request number.

Indented by | Head of department | Stores (stock checked) | Purchase | Approved by