

Introduction

Overview

A purchase requisition is an internal document that authorizes the Purchasing department to buy items or services. After a purchase requisition is approved, it can be used to generate a purchase order.

Business case

A purchase requisition is a request from an employee or department to buy goods or services. After internal review and approval it is used to create a purchase order that is sent to a supplier.

Business Needs of Requisition.

1. Creates a clear process for employees.
2. Makes purchasing more transparent.
3. Streamlines procurement.
4. Controls costs.
5. Deters or detects fraud.
6. Aligns with purchasing guidelines.
7. Prevents duplicate orders.
8. Increases accountability.
9. Provides documentation for financial audits.

Revision #13

Created Mon, Jun 19, 2023 4:59 PM by [Mukund Tulshiram](#)

Updated Mon, Jul 31, 2023 5:03 PM by [Mukund Tulshiram](#)