Purchase Requisition

ใบเสนอซื้อ

No._____

Department_____

Date_____

Receiving to call_____**Ext**_____**When delivered**

Code	Item	Max Stock	Stock On Hand	Latest Price Paid	Unit	To Order	Unit Price Comparison						Expected Delivery Date
							Vendor	Rank#	Vendor	Rank#	Vendor	Rank#	

Requested By:	Purchasing Manager:	Financial Controller:	Approved By: General Manager
Charge To	P.O. No.	Budget ☐ Yes ☐ No	