

BUSINESS FORMS

Internal External

COMPANY NAME
COMPANY DETAILS

Purchase Requisition

Date: _____
P.N. #: _____

Requestor: _____
Department: _____
Date Needed: _____

ITEMS	REFERENCE	QTY	DESCRIPTION

Prepared by: _____
Purchaser

Approved: _____
Manager

COMPANY NAME
COMPANY DETAILS

Purchase Order

FORM _____
FORM _____
Purchase _____

Vendor: _____
Address: _____
Contact Person: _____
Contact Details: _____
Federal Registration Number: _____

ITEMS	DESCRIPTION	QTY	UNIT PRICE	TOTAL

SHIPPING METHOD: _____
MODE OF DELIVERY: _____
OTHER SPECIAL INSTRUCTIONS: _____

TAXES: _____
Tax Rate: _____
DHS: _____
GRAND TOTAL: _____

PREPARED BY: _____
PURCHASER

APPROVED: _____
MANAGER

COMPANY NAME
COMPANY DETAILS

Check Voucher

DATE: _____
BY: _____
CHECK #: _____

Payable to: _____
address: _____
is the amount of: _____

For:

ITEMS	REFERENCE	QTY	UNIT PRICE	TOTAL

Accounting entry:

Debit: _____

Credit: _____

Check Voucher

Prepared by: _____
Checked by: _____
Approved: _____

COMPANY NAME
COMPANY DETAILS

Official Receipt

FORM _____
FORM _____

Received from _____
with business address _____
and federal ID number _____
the amount of _____

is payable for the following:

ITEMS	REFERENCE	REFERENCE #	TOTAL

Payment details:
Cash: _____
Check #: _____

Tax Rate: _____
DHS: _____
GRAND TOTAL: _____

Received: _____