

PURCHASE REQUISITION

SECTION A

Business Unit:	*Cost Centre Number:
Contact Person:	Office no:
Tel No:	RFQ / TENDER No.

DETAILED DESCRIPTION OF GOODS AND/OR SERVICES REQUIRED

* Should this space be insufficient, please attach a separate sheet and refer to it as "Annexure" A

Total Cost (All Taxes Included)	R
Cost Centre Manager: (Initials and Surname)	Signature Date: (Invalid if Not Signed)

SECTION B

BUDGET CONFIRMATION

SECTION C (GEPF: SCM)

COMPLIANCE

(Document compliance checked and confirmed inline with SCM policy)

Delegated Official

Signature
Date:

SECTION D

SUPPLY CHAIN MANAGEMENT (GPAA)

COMPLIANT / NON COMPLIANT

Name: _____ Signature _____
Date: _____

COMMENTS / NOTES:

SECTION E EMERGENCY APPROVALS

- All Emergency Approvals must be motivated and authorized by the Accounting Officer (PEO) or delegated official –proof of such delegation must be attached to the requisition form.
- **'Emergency'** means situations where immediate action is necessary in order to avoid a dangerous or risky situation or misery. An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life property or environment which calls an agency to action and there is insufficient time to invite competitive bids

MOTIVATION

Dear PEO

We hereby request your urgent approval to procure the following goods / services:

The reasons we cannot invite competitive bids are as follows:

APPROVED / NOT APPROVED

PEO

Signature: _____
Date: _____

COMMENTS / NOTES: