

Purchase Requisition

NEXALYPLANNER | BLANK PRINTABLE FORM | USD example / one currency per form

Reference

Date

Business / department / customer

Reviewer

Purpose / delivery details

Prepared by

Needed by / period end

Currency

Manual review status

Item / SKU	Description	Unit	Quantity	Est. unit cost	Line estimate	Suggested supplier	Quote ref

Review date: _____

Related / payment / PO ref: _____

Fixed entries; this PDF does not calculate or accept typed fields.

Manual review and supporting evidence are still required.

Estimated shipping

Estimated tax

Estimated request

Available budget

Budget headroom

Purchase Requisition

NEXALYPLANNER | FILLED FICTIONAL EXAMPLE | USD example / one currency per form

Reference

REQ-2026-0042

Date

2026-10-24

Business / department / customer

Workshop maintenance

Reviewer

Example Manager

Purpose / delivery details

Replace service stock; fictional request, not approved

Prepared by

Example Requester

Needed by / period end

2026-10-30

Currency

USD

Manual review status

Draft

Item / SKU	Description	Unit	Quantity	Est. unit cost	Line estimate	Suggested supplier	Quote ref
FIL-01	Replacement filters	each	20	6	120.00	Example Supply	Q-42
GLV-02	Workshop gloves	pair	5	8	40.00	Example Supply	Q-42

Review date: Not reviewed	Estimated shipping	10.00
Related / payment / PO ref: Not issued	Estimated tax	0.00
Fixed entries; this PDF does not calculate or accept typed fields.	Estimated request	170.00
Manual review and supporting evidence are still required.	Available budget	160.00
	Budget headroom	-10.00