

Standard Operating Procedure (SOP)

Purchase Requisition and Order Placement Procedures

1. Purpose

This SOP details the **purchase requisition and order placement procedures**, including the process for identifying purchasing needs, submitting purchase requisitions, obtaining necessary approvals, selecting suppliers, preparing and issuing purchase orders, tracking order status, and maintaining documentation. The goal is to ensure a standardized, efficient, and transparent procurement process that meets organizational requirements and promotes cost-effectiveness and compliance.

2. Scope

This SOP applies to all employees, departments, and units involved in the purchase requisition and order placement process within [Organization Name].

3. Responsibilities

Role	Responsibility
Requestor	Identify purchasing needs, prepare and submit purchase requisitions.
Department Head	Review and approve/reject requisitions.
Procurement/Finance Team	Verify requisitions, process orders, select suppliers, maintain records.
Supplier	Fulfill purchase orders and deliver goods/services as specified.

4. Procedures

- 1. Identify Purchasing Needs**
 - Requestor determines the need for goods or services and gathers necessary information (specifications, quantities, required date, estimated cost).
- 2. Prepare and Submit Purchase Requisition**
 - Requestor completes the purchase requisition form and attaches supporting documents (quotes, specifications, justification).
 - Submit the requisition as per organizational workflow (manual or electronic system).
- 3. Obtain Approvals**
 - Department Head or designated authority reviews and approves/rejects requisition based on validity, necessity, and budget.
- 4. Procurement Review and Supplier Selection**
 - Procurement/Finance Team verifies approved requisitions for completeness and compliance.
 - Solicit quotations or select suppliers as per policy and criteria (cost, quality, lead time, track record).
- 5. Prepare and Issue Purchase Order (PO)**
 - Procurement prepares the PO detailing items, quantities, prices, delivery dates, terms.
 - PO is reviewed and authorized by a designated officer.
 - Issue the approved PO to the selected supplier.
- 6. Track Order Status**
 - Monitor supplier acknowledgment and order status (shipment, delivery timeline).
 - Communicate any delays or issues to stakeholders.
- 7. Receive Goods/Services**
 - Verify receipt against PO/specifications. Report discrepancies/damages as per procedure.
- 8. Documentation and Record-Keeping**
 - Maintain documentation for requisitions, POs, quotes, delivery receipts, invoices, correspondence.
 - Store electronically and/or physically as per retention policy.

5. Documentation and Records

- Purchase Requisition Form
- Purchase Order (PO)
- Supplier Quotes
- Approvals and Authorizations
- Delivery Receipts and Inspection Reports
- Invoices
- Correspondence Records

6. Revision History

Version	Date	Description of Change	Author/Approver
1.0	[YYYY-MM-DD]	Initial release	[Name/Position]