## Appendix 4 – Request and Order for Purchasing

Personal report					
Product name	Measuring unit		Quantity for purchasing		Note
Requested by:			Approved by:		
F. J. 111. 3					
[job title] [name]					
[signature]					

**Commented [9A1]:** This side of form is filled in by person responsible for process in need of supplies.

**Commented [9A2]:** This part of form is filled in by e.g. warehouse operator.

Commented [9A3]: Quantity of goods requested.

**Commented [9A4]:** Quantity of requested goods that can't be covered by currently available supplies.