

MATERIAL REQUEST FORM

Request Number: _____ Priority: _____

Requestor Information:

Full Name: _____

Department/Unit: _____

Phone: _____ Email: _____

Material Details:

Item No.	Description	Quantity	Unit of Measure	Required By	

Justification for Request:

Approvals:

Requestor Signature:

Date:

Department Head Signature:

Date:

Procurement Manager Signature:

Date:

Terms and Conditions:

1. Purpose

This Material Request Form (the "Form") is submitted to obtain approval and authorization for the acquisition of materials, supplies, or services necessary for operations. All requested materials must comply with the applicable laws, regulations, and company policies.

2. Requestor Responsibilities

The Requestor warrants that the information provided is accurate and that the requested materials are necessary and budgeted. The Requestor shall comply with internal controls and obtain all required approvals prior to procurement.

3. Approval Process

This Form requires sequential approvals from the Department Head and Procurement Manager. No materials shall be ordered or committed without proper authorization.

4. Compliance

All procurements made pursuant to this Form must comply with applicable United States federal, state, and local laws, including but not limited to procurement integrity, anti-corruption, and export controls.

5. Confidentiality

Information contained in or related to this Form shall be kept confidential and used solely for the purpose of procurement processing, except as required by law.

6. Record Retention

All records related to this Form and subsequent procurement shall be maintained according to company policy and applicable law.

7. Liability and Indemnity

Requestor and approvers agree to indemnify and hold the company harmless from any claims, damages, or liabilities arising from inaccurate or fraudulent information or unauthorized procurement.

8. Amendments

Any amendments to the request must be documented and re-approved through the same approval process.

9. Governing Law and Venue

This Form and related procurement actions shall be governed by the laws of the United States and the applicable state laws where the company is headquartered. Any disputes shall be resolved in the appropriate courts located therein.

10. Effective Date and Binding Effect

This Form is effective upon approval by all required parties and is binding on the Requestor and the company.

REQUESTOR SIGNATURE

DEPARTMENT HEAD SIGNATURE

PROCUREMENT MANAGER SIGNATURE

Signature: _____

Signature: _____

Signature: _____

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