

Event Decoration Purchase Order Request Form

Requester Name

Department

Event Name

Event Date

Location

Contact Number

Brief Event / Decoration Description

Decoration Items

Item	Specification / Details	Quantity	Unit	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred Vendor / Supplier

Estimated Budget

Approval Signature

Additional Notes