

Hotel Amenities Purchase Order Request Form

Requestor Name

Department

Date

Amenities Requested

Item Name	Description	Quantity	Unit
<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"/>

Purpose / Remarks

Requestor Signature

Manager Approval