PURCHASE PAUSE REVIEW DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List the purchase option without entering payment details.

STEP 2 Choose your own review date and question to resolve before deciding.

STEP 3 Record the eventual decision separately from the initial intention.

STEP 4 Which fact or document still needs checking?

PURCHASE PAUSE REVIEW DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	PURCHASE OPTION	PERSON RESPONSIBLE	REVIEW PROGRESS	REASON, SOURCE AND DECISION AFTER REVIEW

Outstanding question or record to confirm

PURCHASE PAUSE REVIEW DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List the purchase option without entering payment details.

Concrete next action

Owner / due

ACTION 2 Choose your own review date and question to resolve before deciding.

Concrete next action

Owner / due

ACTION 3 Record the eventual decision separately from the initial intention.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This desk does not diagnose behaviour, block purchases or make a financial recommendation. It does not place or cancel orders.

- [ ] Source checked
- [ ] Next action assigned