

PURCHASING SERVICES PURCHASE REQUISITION FORM

Requester Services			Recommendation		Recommendation		Date of Request		
Р	repared by	Approved by	,	Approved by	Approv	ved by	D M ,	Ý	
							Unit / Services		
						Tel:			
(HOS/HOU)		(CNO)		(O.M)	(C.E	.0)	Expected of Delivery	-	
Commonicon		Cumplian's / Vandan			Total Amount / RM		Within 1 Weeks 2 Weeks		
Comparison		Supplier's / Vendor			Total Amount / RW		3 Weeks ASAP		
Quotation : 1									
							Quotation		
Quotation : 2							Statistic / Analysis Conderm Report		
							Report Broken/Defect		
Quotation : 3									
ITEM		DESCRIPTION		QTY	UOM	UNIT PRICE	REMARKS		