

Purchase Request Form

Request Date	19/05/2020	Team or Dpt	PIC	Director	CEO
Team	IT				
Name	Agust				
Amount	USD 37.00				
Payment Date	19/05/2020				
Subject	Purchase of Porto - eCommerce HTML Template				

Please process the purchase request as below.

1. Purchase Reason

Used to project indonesiaprodukto.ph

2. List of purchase list

Number	Product List	Unit Price	Qty	Amount(USD)	Purpose of usage
1	Porto - eCommerce HTML Template	35	1	35	
2	Handling Fee	2	1	2	
				-	
TOTAL				37	

3. Where to buy and how to pay?

- Place to buy : https://themeforest.net/checkout/65098424/review_order
- How to pay? : Credit Card
- Bank Account : -

<Attachment>

1. Invoice
2. Quotation (Ordinarily, min 2 places comparation)
3. Related minutes,e-mail etc

TAX Check	(Y / N)	Finance	PIC	Manager	CEO
Deduction					
Net Amount					