

## PURCHASE REQUEST (PR)

### (1) REQUESTED BY

Name:	SUHANA BINTI NONE	Date:	18-12-2024
Designation:	PEMBANTU TADBIR KANAN	Department/Unit: ADMIN MRS	
Supplier / Vendor:	PACIFIC OFFICE (M) SDN BHD	Record no: 00096	Request No: PCS-00063
Remarks: (Compulsory)	STATIONERY UKM MEDICARE		

#### Note:-

- 1) Asset of RM3000 and above (per unit/set) must be verified by Finance Executive (Asset Management)
- 2) Amount below RM1,000 (1 quotation)
- 3) Amount RM1,000 - RM100,000 (Min 3 quotations)
- 4) RM100,000 - RM200,000 (Min 4 quotations/sebutharga kecil)
- 5) RM200,000 - RM500,000.00 (Min 5 quotations/ quotation process)
- 6) Amount above RM 500,000 (tendering process)

### (2) APPLICATION (Please use additional sheet(s) if required)

No.	Item Description	Qty	Price (Per Unit)	Tax Amt	Price (RM)
1	STATIONERY PAPERONE GREEN A4 70G 500S	60.00	10.80	0.00	648.00
2	STATIONERY F.CASTELL PEN CLICK 1422 BLACK	100.00	0.57	0.00	57.00
3	STATIONERY F.CASTELL PEN CLICK 1422 BLUE	50.00	0.57	0.00	28.50
4	STATIONERY UNI G/PEN UM153 1.0 BLK	10.00	5.55	0.00	55.50
5	STATIONERY ENERIZER BATT AA E91BP1-	20.00	2.70	0.00	54.00
6	STATIONERY ENERGIZER BATT AAA E92BP1	20.00	2.70	0.00	54.00
7	STATIONERY RULER PLASTIC	10.00	0.60	0.00	6.00
8	STATIONERY STAEDLER PENCIL NORIS 2B	10.00	0.65	0.00	6.50
9	STATIONERY CANON CALCULATOR LS120HI III	5.00	32.00	0.00	160.00
10	STATIONERY TOYOGO DOC/HOLDER 5 TIER 7115	1.00	48.00	0.00	48.00
11	STATIONERY RUBBER BAND -WHITE 150G	5.00	2.80	0.00	14.00
12	STATIONERY UHU HAPPY GLUE 50ML	5.00	1.40	0.00	7.00
13	STATIONERY ASTAR DOUBLE CLIP 1 1/4 32MM	50.00	2.20	0.00	110.00
14	STATIONERY ASTAR DOUBLE CLIP 1 25MM	50.00	2.16	0.00	108.00
15	STATIONERY ASTAR DOUBLE CLIP 2 51MM	50.00	4.95	0.00	247.50
16	STATIONERY SPRING CLIP 75MM	50.00	0.95	0.00	47.50
17	STATIONERY PAPER CLIP - MEDIUM 031	50.00	0.60	0.00	30.00
18	STATIONERY PAPER CLIP -SMALL 025	100.00	0.55	0.00	55.00

19	STATIONERY PAPER CLIP 3/78MM	50.00	2.40	0.00	120.00
20	STATIONERY CT CUTTER XF332	10.00	2.00	0.00	20.00
21	STATIONERY MANGO SIGN HERE MS1213	10.00	2.90	0.00	29.00
22	STATIONERY MANGO STICK ON NOTE 3X5 YEL	20.00	2.60	0.00	52.00
23	STATIONERY F.CASTELL PEN CLICK 1422 RED	50.00	0.57	0.00	28.50
24	STATIONERY PENTEL CORR TAPE ZT35 5MMX5M	3.00	6.95	0.00	20.85
25	STATIONERY SHARPENER W CASE-ROUND	10.00	0.80	0.00	8.00
26	STATIONERY ABBA ARCHFILE 3 FC SILVER	12.00	5.80	0.00	69.60
27	STATIONERY ABBA BOX FILE	10.00	13.90	0.00	139.00
28	STATIONERY FLOOR MASKING TAPE 48MM X15M BLK	3.00	5.50	0.00	16.50
29	STATIONERY FLOOR MAKING TAPE 48MM X15M YEL	3.00	5.50	0.00	16.50
30	STATIONERY KOKAYA MGMT FILE 807 A4 D/BLU	20.00	1.00	0.00	20.00
<b>Total</b>				0.00	2,276.45
<b>Requested By:</b>  SUHANA BINTI NONE PEMBANTU TADBIR KANAN		<b>Supported By:</b>  NUR NASUHANI RAHMAT OPERATION MANAGER		<b>Verified By:</b>	
<b>Joint Recommended By:</b>		<b>Joint Recommended By:</b>		<b>Approved By:</b>	