

PURCHASE REQUEST (PR)

(1) REQUESTED BY

Name:	SUHANA BINTI NONE	Date:	18-12-2024
Designation:	PEMBANTU TADBIR KANAN	Department/Unit:	ADMIN MRS
Supplier / Vendor:	APPLIED SOLUTIONS	Record no:	00100
Request No:	PCS-00067		
Remarks: (Compulsory)	ADMIN		

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	CANON TONER CANON 054 BLACK	1.00	333.00	0.00	333.00
2	CANON TONER 054 CYAN	1.00	359.00	0.00	359.00
3	CANON TONER CANON 054 YELLOW	1.00	359.00	0.00	359.00
4	CANON TONER CANON 054 MAGENTA	1.00	359.00	0.00	359.00
Total				0.00	1,410.00
Requested By:		Supported By:		Verified By:	
SUHANA BINTI NONE PEMBANTU TADBIR KANAN		NUR NASUHANI RAHMAT OPERATION MANAGER			
Joint Recommended By:		Joint Recommended By:		Approved By:	