



PURCHASE REQUISITION (PR) FORM

INSTRUCTIONS : Fill out information below. Underlined fields are required to process transaction. Underlined fields with (*)/(+) are conditional requirements (see notes below) depending on the nature of the requisition			Requisition Material :	
X	NORMAL PR - PR to go through normal PR process. To be processed as PO.		X	Stock item
	URGENT PR - PR to go through Urgent PR process. To be processed as PO.			Services
	MINOR PURCHASE - PR to go through Minor purchase approval process. For non-production materials below USD 500			Fixed Asset <i>(Requires CAPEX approval)</i>
	REQUEST FOR SOURCING (RFS) ONLY - PR to go through normal approval process. To be processed as RFS only.			Raw Material
				Others :
PR No:	Mmf30/2024/10/0016	Date:	25/10/2024	Cost Code:* sdgd
Required by: (date)	Riski Maulana Rahman	Deliver to:	trn	Cost Element:*
		Department:*	IHM-Planning MO. KF	

Minor Purchase (if required by minor purchase supplier) ++			
Supplier Name:	Supplier Address:	Email / Fax:	<u>Contract No.:</u>

No	Material Code**	Description:	Part Number	Brand/Manufacturer	Qty	Unit	Currency	Unit Price	Extended Price
1	624465-01	Pen Tinta Hitam		Snowman	36	EA		3,5	126
2	534825-01	Pen Tinta Biru		Snowman	36	EA		3,5	126
3	505986	Post it Sign Here			3	EA		25	75
4	608641	Tip-Ex Kering		Joyko	15	EA		8	120
5	534458	Pensil			12	EA	IDR	25	300
6	71150-02	Cutter			15	EA		15	225
7	410028-01	Mata Cuuter (Isi)			15	EA		6,5	97,5
8	407580	Stabilo kuning			5	EA		9,5	47,5
9	407564	Spidol Boardermarker hitam		Snowman	12	EA		8	96
10	352685	Spidol Permanen hitam		Snowman	12	EA		7	84
11	607340	Lem Kertas			10	EA		18	180
12	54083	Sticky Note			10	EA		12	120
13	50985	staples			5	EA		17	85
14	54073	Penggaris Stainless 30cm			5	EA		4	20
15	54181	Isolasi bening 2 inch			5	EA		12	60
16	407410	Refill Tinta Merah			4	EA		12	48
17	409370	Double Tip			12	EA		8	96
18	54131	Isolasi Warna Merah			2	EA		8	16
19	54131	Isolasi Warna Kuning			2	EA		8	16
20	54131	Isolasi Warna Hijau			2	EA		8	16
21	529229-01	Amplop A3			100	EA		900	90
22	586720-02	Gunting			5	EA		9	45
23	17596-03	Kertas A3			3	EA		97	291
24	601116-02	Laminating A3			1	EA		220	220
25	54166-01	Amplop F4			100	EA		700	70
Remarks : fsfsfs							TOTAL PRICE	2,670,000	

APPROVAL		
<u>Requested by:</u> (End-user) <div style="text-align: center;">  <u>Riski Maulana Rahman</u> / 2024-10-28 (Name, Signature & Date) </div>	<u>Reason for requisition/purchase:</u> asfsf	<u>Cost Controller Endorsement:</u> *** / (Name, Signature & Date)
<u>Approved by:</u> (End-user Mgr) <div style="text-align: center;">  <u>Strategic Planning Admin</u> / 2024-10-28 (Name, Signature & Date) </div>	<u>Next Higher Level Approval (if required):</u> (BU Head) / (Name, Signature & Date)	<u>CEO/COO/BU Equivalent:</u> + / (Name, Signature & Date)

To be completed by Purchasing Personnel			
Received on:	Procurement Head:	Buyer:	Comments:
	 Strategic Planning Admin / (Name, Signature & Date)	 Riski Maulana Rahman / 2024-10-28 (Name, Signature & Date)	

To be completed by Supplier (if required by minor purchase supplier) ++		
Received on:	Authorized Representative Name:	Supplier Contract Number:

NOTES:

*For normal PR (direct, CAPEX) and Minor Purchases only

****For stock materials only. Non-stock materials do not require Material Code.**

***For Normal PR (direct, CAPEX)and Minor Purchase only. Financial Controller shall act as Cost Controller in business unit where there is no Cost Controller at site.

+Required for Urgent Purchases only

++For Minor Purchase Only