



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 <input checked="" type="checkbox"/> NORMAL PR - PR to go through normal PR process. To be processed as PO. <input type="checkbox"/> URGENT PR - PR to go through Urgent PR process. To be processed as PO. <input type="checkbox"/> MINOR PURCHASE - PR to go through Minor purchase approval process. For non-production materials below USD 500 <input type="checkbox"/> REQUEST FOR SOURCING (RFS) ONLY - PR to go through normal approval process. To be processed as RFS only.		Requisition Material : <input checked="" type="checkbox"/> Stock item <input type="checkbox"/> Services <input type="checkbox"/> Fixed Asset (Requires CAPEX approval) <input type="checkbox"/> Raw Material <input type="checkbox"/> Others :	
PR No: Mmf30/2024/11/0030	Date: 14/11/2024	Cost Code:*	Cost Element:*
Required by: (date) System Developer	Deliver to:	Department:* Planning	

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

No	Material Code**	Description:	Part Number	Brand/Manufacturer	Qty	Unit	Currency	Unit Price	Extended Price
1		dw	ww	fedf	2	%O	BEF	45	90
Remarks : sss								TOTAL PRICE	90

APPROVAL

Requested by: (End-user)  System Developer / 2024-11-14 (Name, Signature & Date)	Reason for requisition/purchase: AAs	Cost Controller Endorsement:*** / (Name, Signature & Date)
Approved by: (End-user Mgr)  System Developer / 2024-11-14 (Name, Signature & Date)	Next Higher Level Approval (if required): (BU Head) / (Name, Signature & Date)	CEO/COO/BU Equivalent:+ / (Name, Signature & Date)

To be completed by Purchasing Personnel			
Received on:  Strategic Planning Admin / 2024-11-14 (Name, Signature & Date)	Procurement Head:  Riski Maulana Rahman / 2024-11-14 (Name, Signature & Date)	Buyer:  Riski Maulana Rahman / 2024-11-14 (Name, Signature & Date)	Comments:

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

Approved by : Global Material Management	Revision 1.0 - 1 Dec 2019	Page 1 of 1
--	---------------------------	-------------