



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 : <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 :	
<input type="checkbox"/> NORMAL PR - PR to go through normal PR process. To be processed as PO. <input checked="" 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.			
PR No:	Mmf30/2024/11/0028	Date:	15/11/2024
Cost Code:*		Cost Element:*	
Required by: (date)	Riski Maulana Rahman	Deliver to:	
Department:*	IHM-Planning MO, KF		

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	aa	ss			0			0	0
Remarks : 22								TOTAL PRICE	0

APPROVAL		Reason for requisition/purchase: 11	Cost Controller Endorsement:***
Requested by: (End-user)	 Riski Maulana Rahman / 2024-11-15 (Name, Signature & Date)		/
Approved by: (End-user Mgr)	 Riski Maulana Rahman / 2024-11-20 (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:	Procurement Head:	Buyer:	Comments:
	 Strategic Planning Admin / 2024-11-20 (Name, Signature & Date)	 Riski Maulana Rahman / (Name, Signature & Date)	

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

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