



<Form No: F-1-A Apr 2022>

TOYOTA MOTOR VIETNAM CO.,LTD.

No:

PURCHASING REQUISITION

Request Date: 6-June-2022	Cost center:	Budget & FA checked Date:
Request By: Ngo Minh Tuan	Budget Code: 6100.6427410.000.A009.01.1C000	New FA: <input type="checkbox"/> Upgrade FA: <input type="checkbox"/> Non FA: <input type="checkbox"/>
Employee No:	Budget Name: IT - System maintenance	Name:
Division: IT	Remained budget amount (USD):	Title:
Purpose: Ringi attached <input type="checkbox"/> Description/ benefit (For PR > 30,000 USD) No Ringi * (for PR ≤ 30,000 USD) New Project <input type="checkbox"/> Kaizen <input type="checkbox"/> Normal Operation <input type="checkbox"/> Other.. <input type="checkbox"/> Maintenance Production Paint & Frame System (*) <i>Need to show expected merit/ benefit generally or attach concerned documents</i>		

Please purchase the following items:

No	Product Code	Items	Q'ty	Unit	Estimated U/Price	Estimated amount	Currency	Suggested Vendor	Expected Deliv.Date
		Maintenance Production Paint & Frame System	1		\$ 27,000	\$ 27,000	USD		
				Total:		27,000			
				Estimated amount in USD if base on other Currency		USD			

* Please, make clear the following information in case of required Drawing

Case 1: TMV owner Drawing Keep confidential <input type="checkbox"/> Being sharing <input type="checkbox"/>	Case 2: Request vendor making Drawing Buy copyright of Drawing <input type="checkbox"/> Not buy copyright of Drawing <input type="checkbox"/>
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Remarks:

Authorization

User approval			
Date:	Date:	Date:	Date:
Name:	Name:	Name:	Name:
Title: Group Head	Title: Sub-Group Head	Title: Div., Head	Title: Dept., Head



Authorization Level	
Amount	Approved by
≤ 1,000 USD	Dept., Head
> 1,000 USD ≤ 5,000 USD	Div., Head
> 5,000 USD ≤ 10,000 USD	Sub-Group Head
> 10,000 USD ≤ 30,000 USD	Group Head
> 30,000 USD within Ringi Approved Amount	Group Head