|  |  |  |  |
| --- | --- | --- | --- |
| APPLICANT DETAILS | | | |
| Name |  | Employee No.  (if any) |  |
| Designation/Grade |  | Department/Unit |  |
| Comment (if any) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT DETAILS | | | |
| Project Code |  | Project Duration |  |
| Project Description |  | | |
| Project Manager |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| SUPPLIER DETAILS | | | |
| Name |  | | |
| Address |  | | |
| Tel & Fax No |  | | |
| Contact Person Details |  | | |
| Bank Account Name  (CIMB/MBB/BIMB/etc.) |  | Bank Account No. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PURCHASE ORDER DETAILS | | | | | |
| No. | Items Descriptions | Measurement | Quantity | Price | Amount (RM) |
| 1 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| TOTAL | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by  (Applicant)  Date | : ......................................  : ...................................... | Confirmed by  (Head of project)  Date  Official stamping | : ......................................  : ......................................  : ...................................... |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checked by |  | Verified by |  | Approved by |
| ....................................................  Project Manager  Date: |  | ....................................................  Finance  Date: |  | ....................................................  Director  Date: |

Note:

Purchase Order is required for procurement. Please attach all required quotation(s) and justification for selection of supplier if applicable.