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

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| --- |
| 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  | : ......................................: ......................................: ...................................... |

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

Note:

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