

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**K/C/D/I/O ………………………………………………**

 PURCHASE REQUISITION FORM

REQUESTOR : ………………………………………………………………………………………………………………………….

POSITION :…………………………………………………………………….. STAFF NO : …………………….…

DEPARTMENT/UNIT : ……………………………………………………………………………

TEL & EXT. NO : ………………………………………………………………………………

 SUPPLY MAINTENANCE EQUIPMENT OTHERS

ITEM REQUESTED :……………………………………………………………………………………………………………………………………

PURPOSE/ JUSTIFICATION

(students/staffs/others used): ….…………………………………………………………………………………

ESTIMATED PRICE : RM…………………………………………

**\*to attach specifications/photo/brochure/sample if any**

SOURCE OF FUND : OPERATING/STUDENT ACTIVITY TRUST/TRUST FUND

SIGNATURE : …………………………………………………………… DATE : ………………………………..…………

 Check by Finance Unit:

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Recommended by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Administrative Officer: Dean/Director:

Official Stamp: Official Stamp:

Date: Date: