



LEADING THE WAY
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLĀMĪN
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

K/C/D/I/O/M

PURCHASE REQUISITION FORM

Requestor :
Position :
Department / Unit :
Tel / Ext. No. :

Prerequisite Document :

1. Market Survey for Product & Price
2. Details Specification of Products & Services
3. List of Invited Vendors
4. Proof of Budget Availability
5. Approval for the use of Fund (Trust)

	Attachment 1
	Attachment 2
	Attachment 3
	Attachment 4
	Attachment 5

Item Requested :
Purpose / Justification
(Students/Staffs/Others Used) :

***To Attach Specifications/Photo/Brochure/Sample**

Source Of Fund : Operating Budget / Central Budget / Trust Fund / Research Grant
Project ID (Research Only) :
Budget Availability : RM
Account Vote :

Prepared by:

Approved by:

Staff:

Head of Department:

Official Stamp:

Official Stamp:

Date:

Date:

***All fields are required to be filled in**