

## PROCUREMENT APPROVAL FORM

For office use ONLY	
Vote	
PO No.	



Version No. :	01
Revision No. :	02
Effective Date :	1 <sup>st</sup> March 2012

Requisitioner:

Date:

**Classification of items**

Please tick (/) whichever is applicable

ICT Items	<input type="checkbox"/>	(It is compulsory to get recommendation from Director of ITD)
Non- ICT Items	<input type="checkbox"/>	

Item	Type of Material / Service	Qty/ Price	Remarks
1.			

**QUOTATIONS:**

No	Name of Suppliers	Price (RM)	Meet Specifications: Please tick ( / )			
1.			Yes		No	
2.			Yes		No	
3.			Yes		No	

*Note: If space is insufficient, please use attachment***RECOMMENDATION**

We have invited four (3) vendor to request for quotation as per list above. We recommend to purchase \*\*\*\*\* with **ABC Sdn Bhd (RM 1,680.00)\*example\*** because of the lowest price offered.

**Prepared by,****Recommended by,**

.....  
Name:  
Position:  
Date:

.....  
Name:  
Position:  
Date:

**Recommended by ITD,**  
(For ICT related equipment)

**Approved by,**

.....  
Name:  
Position: Director of ITD  
Date:

.....  
Name:  
Position:  
Date: