



## PURCHASE REQUISITION FORM

**PROJECT NAME/** inventpro

**REQUEST FOR:** Request fofr projector

**PR No.**

113

**Date Created:** 01/10/2025

| NO | ITEM            | QUANTITY<br>REQUIRED | UNIT COST<br>(RM) | TAX (%) | DELIVERY<br>(RM) | TOTAL<br>COST (RM) |
|----|-----------------|----------------------|-------------------|---------|------------------|--------------------|
| 1  | LG project      | 6                    | 2,000.00          | 6.00    | 20.00            | 12,740.00          |
| 2  | EPSON projector | 4                    | 400.00            | 6.00    | 21.00            | 1,717.00           |
|    |                 |                      |                   |         |                  |                    |
|    |                 |                      |                   |         |                  |                    |
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|    |                 |                      |                   |         |                  |                    |

**TOTAL**

14,457.00

### PAYMENT INFORMATION

|                               |                      |                      |                      |
|-------------------------------|----------------------|----------------------|----------------------|
| <b>PO Issuance:</b>           | <input type="text"/> | <b>Payment Term:</b> | <input type="text"/> |
| <b>Name:</b>                  | <input type="text"/> |                      |                      |
| <b>Company ID/ IC Number:</b> | <input type="text"/> |                      |                      |
| <b>Bank Name:</b>             | <input type="text"/> |                      |                      |
| <b>Account Number:</b>        | <input type="text"/> |                      |                      |
| <b>Due Date:</b>              | <input type="text"/> |                      |                      |

### PURPOSE/S:

A projector is an optical device that receives a video signal from a source like a computer and projects an enlarged image or video onto a surface, such as a screen or wall. It functions by directing light from a source (like an LED or lamp) through a series of lenses and mirrors, which then magnifies and focuses the light to display content. Projectors are used for various applications,

including entertainment, education, and presentations, offering the benefit of a large, customizable screen size and eye comfort.

**PREPARED BY**

NAME: farou  
DATE: 01/10/2025  
Note: Must submit with documents

**APPROVED & ESCALATED BY HR CLERK**

NAME: test2  
DATE: 01/10/2025

**APPROVED & ESCALATED BY SENIOR  
MANAGER STD**

NAME: gm  
DATE: 01/10/2025

**APPROVED & ESCALATED BY PMO**

NAME: ahmed  
DATE: 01/10/2025

**APPROVED & ESCALATED BY HEAD OF  
OPERATION DIVISION**

NAME: hod\_op  
DATE: 03/10/2025  
**Comment:** good job

**APPROVED BY CEO / COO**

NAME:  
DATE:

**COMPLETE APPROVAL HISTORY:**

|                                     |                  |
|-------------------------------------|------------------|
| 1. test2 - Escalated                | 01/10/2025 15:08 |
| 2. gm - Escalated                   | 01/10/2025 15:09 |
| 3. ahmed - Escalated                | 01/10/2025 15:11 |
| 4. hod_op - Escalated<br>"good job" | 03/10/2025 10:33 |