

PURCHASE REQUISITION FORM

PROJECT NAME: Request fro new printers

PR No.

REQUEST FOR: Request fro new printers

142

Date Created: 06/10/2025

NO	ITEM	QUANTITY REQUIRED	UNIT COST (RM)	TAX (%)	DELIVERY (RM)	TOTAL COST (RM)
1	hp	3	300.00	6.00	30.00	984.00

TOTAL

984.00

PAYMENT INFORMATION

PO Issuance: Yes **Payment Term:** Bank Transfer

Transfer to: Seller

Name: mr khairul

Company ID/ IC Number: 828282282828

Bank Name: MAYBANK

Account Number: 888808888

Due Date: 08/10/2025

PURPOSES:

HP printers inkjet

PREPARED BY

NAME: test2
DATE: 06/10/2025
Note: Must submit with documents

APPROVED & ESCALATED BY PMO

NAME: ahmed
DATE: 06/10/2025
Comment: [PMO ACTION] goood job

**APPROVED & ESCALATED BY SENIOR
EXECUTIVE ADMIN**

NAME: Wan Zafran Eddim bin Wan Zakaria
DATE: 06/10/2025
Comment: go ahead u did great

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

NAME: Mastura binti Baharom
DATE: 06/10/2025
Comment: [ADMIN CONTROL OVERRIDE] ok go more

APPROVED & ESCALATED BY TECHNICIAN

NAME:
DATE:

APPROVED BY CEO / COO

NAME:
DATE:

COMPLETE APPROVAL HISTORY:

1. ahmed - Escalated "[PMO ACTION] goood job"	06/10/2025 15:47
2. Wan Zafran Eddim bin Wan Zakaria - Escalated "go ahead u did great"	06/10/2025 15:50
3. Mastura binti Baharom - Escalated "[ADMIN CONTROL OVERRIDE] ok go more"	06/10/2025 15:52