



Sri Garden
Kuala Lumpur

SRI GARDEN KUALA LUMPUR PURCHASE REQUISITION FORM

<input type="checkbox"/> KINDERGARTEN	<input type="checkbox"/> ADMINISTRATION	PR No : _____	
<input type="checkbox"/> PRIMARY	<input type="checkbox"/> WHOLE SCHOOL	Date : _____	
<input type="checkbox"/> SECONDARY			
PROPOSED SUPPLIER(S) :	TEL	FAX	CONTACT PERSON
1) _____ <input type="checkbox"/>	_____	_____	_____
2) _____ <input type="checkbox"/>	_____	_____	_____
3) _____ <input type="checkbox"/>	_____	_____	_____

QTY	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT	REMARK
Total				

REASON (S) FOR REQUEST:

REQUESTED BY		SIGNATURE	
DATE REQUIRED			

[FOR OFFICE USE ONLY]

TERMS: _____ CHEQUE IN FAVOUR OF : _____

CHECKED BY: _____
(PURCHASING DEPT)

APPROVED BY:

_____	_____	_____
HEAD OF SECTION/DEPT	PRINCIPAL	EVP / PRESIDENT
DATE:	DATE:	DATE:

ENDORSED BY: _____ DATE: _____
(where applicable)