PENANG INTERNATIONAL Dental College

PIDC-FIN-03-LOG-03 FM-PD-01 REVISION 1

PURCHASE REQUISITION

PR NO.: A 0801

DEPT :

DATE : _____

PLEASE PURCHASE THE FOLLOWING ITEMS :-

ITEM	DESCRIPTION	UNIT	QTY.	LOCATION / PURPOSE	WHEN REQUIRED

IS THE ITEM : NEW ☐ ADDITION ☐ REPLACEMENT ☐ OTHERS

REQUESTED BY : ..... IS THE ITEM AVAILABLE AT THE STORE? : YES / NO

APPROVAL BY PURCHASING COMMITTEE :

....

1st Signatory 2nd Signatory 3rd Signatory

ACTION BY :..... DATE : .....

REMARKS :..... DEBIT : .....

ACCOUNTS COPY - White / PURCHASING COPY - Yellow / BOOK COPY - Green