

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
INFORMATION TECHNOLOGY DIVISION

**PURCHASE REQUISITION FORM**

**Section A**

No	Item Description	Quantity	Unit Price	Total
<b>ESTIMATED BUDGET REQUEST (RM)</b>				

**Justification**

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**Enclosure**

Requested by:

- Item Specifications
- Brochure
- Quotation (For cost estimation purposes)
- Others \_\_\_\_\_

\_\_\_\_\_  
Name:  
Date:

**Section B (Must be reviewed & recommended by the Deputy Director)**

- Recommended
- Not recommended

**Reason**

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\_\_\_\_\_  
Name:  
Date:

**Section C**

**Budget Availability**

- ITD Operating Budget
- ITD Trust Fund Budget
- Centralized Operating Budget
- Other: \_\_\_\_\_

Vote No: \_\_\_\_\_  
Vote No : \_\_\_\_\_

Recommended by:

Approved by:

\_\_\_\_\_  
Senior Assistant Director  
Administration & Finance  
Information Technology Division  
Date:

\_\_\_\_\_  
Director  
Information Technology Division  
Date: