

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
INFORMATION TECHNOLOGY DIVISION

PURCHASE REQUISITION FORM

**Section A**

PLEASE TICK ( )

ICT Controlled Item

Non ICT Controlled Item

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

Justification

.....  
.....  
.....

The purchase will include maintenance support from vendor? YES/NO  
(IF YES, please prepare the maintenance contract and to be attached for payment purpose.

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

.....  
.....  
.....

\_\_\_\_\_  
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  
Technology Division  
Date:

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