

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**K/C/D/I/O**

 PURCHASE REQUISITION FORM

REQUESTOR :

POSITION : STAFF NO :

DEPARTMENT/UNIT :

TEL & EXT. NO :

 GOODS SERVICES WORKS OTHERS

ITEM REQUESTED :

PURPOSE / JUSTIFICATION

(students/staffs/others used) :

ESTIMATE PRICE :

**\*To attach specifications/photo/brochure/sample if any**

SOURCE OF FUND : OPERATING BUDGET / CENTRAL BUDGET / TRUST FUND / GRANT

PROJECT ID : …………………………..…………..

BUDGET AVAILABILTY : RM ………………………………………………. VOTE : ……………………………………………………...

Prepared by: Recommended by:

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Staff: Head of Department:

Official Stamp: Official Stamp:

Date: Date:

(For Finance use only)

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Official Stamp:

Date: