

SERVICES/GOODS REQUISITION FORM UP TO RM20,000

No.	Type of Services/Goods	Supplier	Quantity Unit	Unit Price (RM)	Total (RM)	Sub Head	Balance Allocation Before Commitment (RM)	Balance Allocation After Commitment (RM)	Purpose of the request
			Grand Total (RM)						

Name : _____ Date of Service/Goods : _____ Signature : _____ Date of Submission : _____	<p align="center">Section to be completed by Finance Section</p> Service Order No. : _____ Issued By : _____ Signature: : _____ Date Issued : _____
--	---

<p>Approval for purchasing of goods/services up to RM2,000 by PRO/SRO</p> Comment: _____ APPROVED/NOT APPROVED Date : _____ Signature : _____	<p>Approval for purchasing of goods/services from RM2,001 up to RM5,000 by Deputy Controller</p> Comment: _____ APPROVED/NOT APPROVED Date : _____ Signature : _____	<p>Approval for purchasing of goods/services above RM5,001 up to RM20,000 by Controller of Environmental Quality</p> Comment: _____ APPROVED/NOT APPROVED Date: : _____ Signature: : _____
---	--	--