

## SERVICES/GOODS REQUISITION FORM

No.	Type of Services/Goods	Supplier	Quantity Unit	Unit Price (RM)	Total (RM)	Sub Head	Allocation (RM)	Balance (RM)	Purpose of the request
			<b>Grand Total</b>		-				

\*Note: Provide info on SST charges:-

SST Charges INCLUDED in the cost of services/goods.

SST Charges NOT INCLUDED in the cost of services/goods.

<p>Name : _____</p> <p>Date of Service/Goods Required : _____</p> <p>Signature : _____</p> <p>Date of Submission : _____</p>	<p style="text-align: center;"><b>Section to be completed by Finance Unit</b></p> <p>Service Order No. : _____</p> <p>Issued By : _____</p> <p>Signature: : _____</p> <p>Date Issued : _____</p>
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Approval for purchase of goods/services up to RM1,000  
by Section Head.

**APPROVED/NOT APPROVED**

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

Signature : \_\_\_\_\_

Approval for purchase of goods/services from RM1,001  
up to RM3,000 by Deputy Controller.

**APPROVED/NOT APPROVED**

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

Signature : \_\_\_\_\_

Approval for purchase of goods/services above RM3,001  
by Controller of Environmental Quality.

**APPROVED/NOT APPROVED**

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

Signature: : \_\_\_\_\_