

**SERVICES/GOODS REQUISITION FORM UP TO RM20,000**

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 (RM)</b>						
Name : _____ Date of Service/Goods Required : _____ Signature : _____ Date of Submission : _____						<b>Section to be completed by Finance Unit</b>			
						Service Order No. : _____ Issued By : _____ Signature: : _____ Date Issued : _____			
<b>Approval for purchase of goods/services up to RM1,000 by PRO/SRO</b>			<b>Approval for purchase of goods/services from RM1,001 up to RM5,000 by Deputy Controller.</b>			<b>Approval for purchase of goods/services above RM5,001 up to RM20,000 by Controller of Environmental Quality.</b>			
Comment:			Comment:			Comment:			
<b>APPROVED/NOT APPROVED</b>			<b>APPROVED/NOT APPROVED</b>			<b>APPROVED/NOT APPROVED</b>			
Date :			Date :			Date: :			
Signature :			Signature :			Signature: :			