

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