



FORM 1001 FINANCE DEPT.	PURCHASE REQUISITION	EFFECTIVE DATE : 1991
		REVISED DATE : 05/05/2015

DATE : 26/01/2016 PWO NO. : \_\_\_\_\_

DIVISION & CODE NO. : NDT 04 DATE : \_\_\_\_\_

PLEASE TICK (√)

Quotation  Waiver Competition Form

No. of Quotation Required 1 Ref No. \_\_\_\_\_

PURPOSE : NEW MICROSOFT OFFICE LICENSE FOR NEW COMPUTER (NAZIB, STORE & NDT REPORT)

Note : If item purchase is classified under Company Asset, please state -:  
 Asset Group : \_\_\_\_\_ Asset Type : \_\_\_\_\_

CURRENCY : RM

ITEM	QTY	DESCRIPTION	U.O.M	UNIT PRICE	AMOUNT
01	4	<u>GENUINE MICROSOFT OFFICE</u>	<u>PC</u>	<u>848 11</u>	<u>3,392 45</u>
		<u>HOME &amp; BUSINESS 2016</u>			

RECOMMENDED SUPPLIER : <u>CYNETECH TRADING</u>	DELIVERY SCHEDULE : <u>A.S.A.P.</u>	Sub Total :	<u>3,392 45</u>
	CREDIT TERMS : <u>0 DAYS</u>	Discount :	<u>( - )</u>
		GST (6%) :	<u>203 55</u>
		Total (RM) :	<u>3,596 00</u>

FOR REPLENISHMENT OF STOCK :

Stock Balance as at \_\_\_\_\_ Quantity : \_\_\_\_\_ Last Purchase : \_\_\_\_\_

Requested by Name : <u>AZIZUL BIN AHMAD</u>	Approved by <u>MOHD DIAH B. BABA</u>	Authorised by <u>PAMELA S C CHAN</u>
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