UNIVERSITY OF MALAYA

IOES
Institute of Ocean & Earth Sciences
University of Malaya

Purchase Order (PO) Request Form
Institute of Ocean and Earth Sciences (IOES), University of Malaya

No	Item	Unit	Unit Price (RM)	Amount (RM)
			TOTAL	

E-procurement No: .....

Project / Grant No: .....

Project Leader: .....

Company/ supplier name: .....

Applicant Details:

……..……

Name: .....

Tel No: .....

E-mail : .....

Date: .....

Approval by:

……

Project Leader/ Supervisor

Name: .....

Stamp: .....

Date: .....

Office use:

- ☐ Quotation(s)
- ☐ E-finance statement
- ☐ E-procurement
- ☐ Equipment Purchase Approval

PO No:

Prepared by :

Date:

Approval by:

……

IOES Director

Stamp:

Date: