



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
OFFICE OF STUDENT AFFAIRS AND DEVELOPMENT DIVISION

PURCHASE REQUISITION
(SUPPLY/MAINTENANCE/EQUIPMENT)

REQUESTOR :
POSITION : STAFF NO :
UNIT :
TEL & EXT. NO :

SUPPLY

MAINTENANCE

EQUIPMENT

OTHERS

ITEM REQUESTED :

PURPOSE/ JUSTIFICATION (students/staffs/others used): Other used

ESTIMATED PRICE:

***to attach specifications/photo/brochure/sample if any**

SOURCE OF FUND : OPERATING/STUDENT ACTIVITY TRUST/TRUST FUND

PROJECT ID :

BUDGET AVAILABILTY : RM..... VOTE :

SIGNATURE : DATE :

Recommended by:

Approved by:

Name & Stamp:

Position:

Date :

Name & Stamp:

Position:

Date: