

Version No :	01
Revision :	00
Effective Date:	1 <sup>st</sup> August 2022



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
K/C/D/I/O

PURCHASE REQUISITION FORM

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

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GOODS

SERVICES

WORKS

OTHERS

ITEM REQUESTED :

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

ESTIMATE PRICE :

**\*To attach specifications/photo/brochure/sample if any**

SOURCE OF FUND : OPERATING BUDGET / CENTRAL BUDGET / TRUST FUND / GRANT

PROJECT ID : .....

BUDGET AVAILABILITY : RM ..... VOTE: .....

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Prepared by:  
  
 \_\_\_\_\_  
 Staff:  
 Official Stamp:  
 Date:

Recommended by:  
  
 \_\_\_\_\_  
 Head of Department:  
 Official Stamp:  
 Date:

(For Finance use only)

\_\_\_\_\_  
 Official Stamp:  
 Date: