UiTM TECHNOVENTURE SDN BHD (948513-M)

PURCHASE ORDER APPLICATION

Project no.   :   UTVSB/CS/P._____

Date   :   _____

Consultancy and Services
UiTM TechnoVenture Sdn Bhd
Ground Floor, UiTM-MTDC Technopreneur Centre
40450 UiTM Shah Alam

Project Title: _____

Purchase of goods and services is limited to RM300,000 per year per vendor.

Please (√) the relevant items:

GOODS & SERVICES

Procurement of RM1,000 to RM10,000 = Claims or invoice or Minimum 1 quotation
Procurement of more than RM10,000 and up to RM50,000 = Minimum 1 quotation
Procurement of more than RM50,001 and up to RM100,000 = Minimum 2 quotations

Documents to submit:			(√) Consultant	(√) UTVSB
1. Vendor's SSM				
2. Vendor's Bank Statement				
3. Vendor's Quotation: **Vendor's name**		**Total (RM)**	**(√) Chosen**	
i.				
ii.				
iii.				

Head of project must endorse application (if application by project member)

Endorsement by Head of Project,

....
APPLICANTS NAME   HEAD OF PROJECT NAME:
STAFF ID: STAFF ID:
TEL: TEL:

Please submit complete documentation to avoid payment delay

For UiTM TechnoVenture SB use only		
Checked by		**Finance Use Only**
Verified by		
Approved by		