

**BORANG PERMOHONAN PEMBELIAN**
*PURCHASING REQUEST FORM (PRF)*
**Nota arahan (Instruction note):**

- Dihantar 2 MINGGU sebelum permohonan dalam FIS dilakukan.  
(Submit 2 weeks before the application can be processed in FIS)
- Sila nyatakan item pembelian dengan nama tepat dan spesifikasi yang jelas.  
(Write down items that need to be purchased accurately with clear specifications)
- Jika pembelian di bawah Vot35000, sertakan Surat Kelulusan untuk pembelian alatan.  
(If purchasing using research grant, please provide an approval letter to purchase equipment under Vot 35000)

**Nama (Name)** : \_\_\_\_\_ ☐ Staf (Staff) ☐ Pelajar (Student)

**No Staf:** \_\_\_\_\_

**Emel (Email)** : \_\_\_\_\_ **Tel. Bimbit (Mobile)** : \_\_\_\_\_

**Seksyen (Section)** : ☐ Makmal (Lab) ☐ Pejabat (Office) ☐ Lain-lain (Other) : \_\_\_\_\_

**Kategori Pesanan (Order Category)** : ☐ P.O. (Purchase Order) ☐ Pesanan Dalam (Q-Form)

**Jenis Pesanan (Type of Order)** :

☐ Bekalan (Supply) ☐ Perkhidmatan (Service)

☐ Alatan Makmal/Pejabat (Lab/Office Equipment) ☐ Sewaan (Rental)

☐ Aset (Asset) ☐ Penyelenggaraan/Pembaikan (Maintenance/Repair)

**No. Ruj. Aset:** \_\_\_\_\_

☐ Inventori (Inventory)

☐ Bahan Pakai Habis Makmal/Pejabat/Alatulis/ICT (Lab/Office Consumables/Stationary/ICT)

☐ Kelengkapan Perabot (Furniture)

☐ Bahan Makanan & Minuman (Food & Beverages)

| <b>Maklumat Pesanan (Order Information)</b><br>* Sekiranya item melebihi 6, sila gunakan lampiran yang berasingan<br><br><b>Jika Penyelenggaraan Pembaikan*</b><br>sila isikan nama item dengan permulaan "Kerja pembaikan..."<br>(If Maintenance/Repair* Please fill in items title with "Repair/Maintenance works...") | Bil. | Nama Item | Spesifikasi/Deskripsi Item | Kuantiti | Anggaran Harga (RM) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|----------------------------|----------|---------------------|
|                                                                                                                                                                                                                                                                                                                          | 1.   |           |                            |          |                     |
|                                                                                                                                                                                                                                                                                                                          | 2.   |           |                            |          |                     |
|                                                                                                                                                                                                                                                                                                                          | 3.   |           |                            |          |                     |
|                                                                                                                                                                                                                                                                                                                          | 4.   |           |                            |          |                     |
|                                                                                                                                                                                                                                                                                                                          | 5.   |           |                            |          |                     |

**Akaun Dikenakan:** ☐ Belanja Mengurus [100.CINOR] ☐ Akaun Geran Penyelidikan/Akaun Lain-lain (Others research grant/account)

☐ Enterprise INOR [401.CINOR.550001] ☐ Maklumat Geran (Grant Information)

☐ Enterprise Blue LED [401.CINOR.681002] **No. Akaun** : \_\_\_\_\_

☐ Akaun KPI [1001.CINOR.AUPS001] **Geran Tamat** : \_\_\_\_\_

☐ Akaun Siswazah [308.AINOR.415403] **Kategori Vot** : \_\_\_\_\_

**Zon Penawaran:** \_\_\_\_\_ **Jangka masa penawaran:** \_\_\_\_\_

(negeri) \_\_\_\_\_ (hari – minimum 3 hari)

|                                                         |                                                                                                            |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Tandatangan Pemohon :</b><br>(Applicant's Signature) | <b>Tandatangan dan Cop :</b><br>Ketua Projek/Penyelia<br>(Head of Project/Supervisor<br>Signature & Stamp) |
| <b>Tarikh (Date) :</b> _____                            | <b>Tarikh (Date) :</b> _____                                                                               |

**UNTUK KEGUNAAN PEJABAT (OFFICE USE ONLY)**

| KELULUSAN KETUA JABATAN                   |                                   |  | SEMAKAN PENYEDIA                        |                      |  |
|-------------------------------------------|-----------------------------------|--|-----------------------------------------|----------------------|--|
| <input type="checkbox"/> Diluluskan       | Tandatangan Ketua jabatan : _____ |  | <input type="checkbox"/> Diproses       | Tandatangan:Penyedia |  |
| <input type="checkbox"/> Tidak diluluskan | (Head of Department Signature)    |  | <input type="checkbox"/> Tidak diproses | Nama & Cop:          |  |
| Sebab:                                    | Nama & Cop : _____                |  | Sebab:                                  |                      |  |
| _____                                     | Tarikh (Date) : _____             |  | Tarikh (Date): _____                    |                      |  |