

SULTAN AHMAD SHAH MEDICAL CENTRE @IIUM

PURCHASE REQUISITION FORM
(Drug / Medicine)
Special Request for One Year Estimated Purchase Using
Prescribed Procurement Methods

Requestor's Name		Staff No.	
Contact No. (h/p & ext.)		Email Address	
Department		Position	
Date of Request		Signature with stamp:	
Expected Delivery Date			

Items and Description	Quantity	Justification
1. Item XXXXX	25 units	Item XXX is estimated for usage of 3 months as per ROL calculation for the 1st quarter (Direct Purchase under RM 50K). Expected delivery will be in March 2024 as the stock will last up to that time estimated.
2. Item XXXXX	25 units	Item XXX is estimated for usage of 3 months as per ROL calculation for the 1st quarter (Direct Purchase under RM 50K). Will be the second batch of ROL after the delivery of the 1st batch above.
3. Item XXXXX	150 units	The estimated purchased for the 1 year / 2 years for an approximate cost of RM 180K. This will be a contract purchase for a staggered delivery for the duration. The process will commence concurrently with the Item No. 1 as the expected procurement process and delivery is estimated within / after 5 months.
Cost Estimation		Purpose
		The request is to cater for 1 year / 2 years duration to ensure uninterrupted supply of the item while maintaining the minimum stock at SASMEC @IIUM to ensure efficiency of the stock management and monitoring

Recommended by:

Recommended by:

Recommended by:

Approved by:

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Che Rokiah binti Ismail
 Head, Department of Pharmacy
 Sultan Ahmad Shah Medical
 Centre @IIUM

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Ahmad Anwar Zaini Amat
 Head, Department of Finance
 Sultan Ahmad Shah Medical
 Centre @IIUM

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Prof. Dr. Zamzuri Zakaria
 Director Clinical
 Sultan Ahmad Shah Medical
 Centre @IIUM

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Prof. Dato' Dr Mohamed Saufi Awang
 Hospital Director
 Sultan Ahmad Shah Medical
 Centre @IIUM

Please Attach Prerequisite Document:

1. Specification form
2. Market Survey (if applicable)
3. List of potential vendors
4. Approval for the use of Trust Fund (if relevant)