

Sample Purchase Requisition

MC members and PMC staff involved in a procurement exercise should declare to the Secretary / Chairman of the MC any conflict of interest Sample Form for Declaration of Conflict of Interest

▶ Annex 6 and withdraw from the procurement exercise pending the decision of the Chairman (Sub-section 3.4.3).

Purchase Requisition

The Incorporated Owners of XXX Building

No. _____

Delivery : on or before _____

Quantity	Description	Last Purchase Price	
		Unit Price (HK\$)	Total (HK\$)
TOTAL			

Purpose : _____

Budgeted Expenditure - Yes / No* Funds Available - Yes / No* (* Delete as appropriate)

QUOTATIONS / TENDERS RECEIVED

Supplier / Service Provider	Approved Supplier / Service Provider (Yes / No)	Date	Contact Person & Tel. (Verbal quotation)	Price Offered HK\$	Special Conditions / Remarks

Recommended Supplier / Service Provider: _____ **PO No. :** _____

Reason(s) if not the lowest offer : _____

Proposed by : _____ Signature : _____ Date : _____

Approved by : _____ Signature : _____ Date : _____

Approved by : _____ Signature : _____ Date : _____