



☐ GINTELL (M) SDN BHD  
☐ GINTELL (BORNEO) SDN BHD  
☐ GINTELL IREST SDN BHD  
☐ GINTELL FITNESS FORMULA SDN BHD  
☐ GINTELL REST N GO SDN BHD

☐ GINTELL (S) PTE LTD  
☐ GINTELL (B) SDN BHD  
☐ GINTELL (THAILAND) CO., LTD.  
☐ ERACARE VIETNAM CO. LTD.  
☐ ERACARE PHILIPPINES, INC.

## PURCHASE REQUEST FORM

Person Request : \_\_\_\_\_

Date : \_\_\_\_\_

Department / Showroom : \_\_\_\_\_

☐ Printing Item

☐ Office Consumable

☐ Office Equipment

☐ Company Document

☐ Maintenance Service

☐ Other ( \_\_\_\_\_ )

| Item | Description | Stock Bal. (Qty) | Qty. Request | Remarks |
|------|-------------|------------------|--------------|---------|
| 1    |             |                  |              |         |
| 2    |             |                  |              |         |
| 3    |             |                  |              |         |
| 4    |             |                  |              |         |
| 5    |             |                  |              |         |
| 6    |             |                  |              |         |
| 7    |             |                  |              |         |
| 8    |             |                  |              |         |
| 9    |             |                  |              |         |
| 10   |             |                  |              |         |

Submitted By,

Checked By,

Approved By,

.....  
Name : \_\_\_\_\_

.....  
Name : \_\_\_\_\_

.....  
Name : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Remarks : \_\_\_\_\_

### ***For Office Use (Purchasing Department)***

Received by,

.....  
Name : \_\_\_\_\_

Date : \_\_\_\_\_

Date of Settlement : \_\_\_\_\_