

SPARE PART REQUEST FORM (SPRF)

Log No:
(for office use)

Vehicle No:

Form submitted date:

Prefer collect date:

Indoor: ☐ (tick either one)

Outdoor: ☐ (indoor/outdoor)

Form submitted time:

Page No:

Others:

Requested by:
(Name & Staff Code)

Region

NO	MODEL	COLOUR	PARTS NAME (Please only fill in one item in one column)	CS NUMBER	S= SHOWROOM C= CUSTOMER	REQUEST QTY	OUT QUANTITY (STORE ISSUE)		USED QUANTITY (DEFECTED PARTS)	IN QUANTITY (RETURN TO STORE)
					*s/c		L2	LOAN		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
TOTAL										

*Spart Part Team required 2 working days (48 hours) to prepare each SPRF page for Requester.

Thanks for your patience and understanding.

(for Requester use)	Sign	Date	Name
Requested By			
Approved By			
Parts Return By (instock)			
Received By			

(for office use)	Sign	Date	Name
Issued By (Out Qty)			
Checked By			
Parts Return Verify By			
Stock Updated By			

*I Agree to the Technical Spare Part Team of which correct, perfect, complete and accurate quantity(ies) of spare part(s) has been made available to me.