

## 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\$)
<b>Purpose :</b>			<b>TOTAL</b>

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 : \_\_\_\_\_