STAFF QUARTERLY GIFT / PURCHASE REQUISITION FORM



NAM	1E :		_	STAFF NO. :	東元二向
DEPT/OUTLET:			_	DATE :	
	PRODUCTS				
			ACTUAL RE		
NO.	PRODUCTS NAME	QTY.	UNIT PRICE	AMOUNT (SGD)	REMARK
1					
2					
3					
4					
5					
6					
7					
8					
	TOTAL AMOUNT (W/GS	Т):			Opening \$:
DISCOUNT :			%		Deduct \$:
NET AMOUNT (W/GST) :					Balance \$:
	I, hereby authorised the company to deduct the Entitlement. I will pay cash directly upon goods received.		(Approved	from my Annual Gift Not Approved
REQ	QUESTED BY :Employee		_	Verified By HR De	partment
NΔN	STAFF QUARTERLY GIFT				RM KINDEY
NAM	1E :		-	STAFF NO. :	RM KINDEY
DEP	1Ε : Τ/OUTLET :		-		RM KINDEY METICAL
DEP	1E :		-	STAFF NO. : DATE :	RM KINDFY RHIGH
DEP	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東田石向
A.	1Ε : Τ/OUTLET :		-	STAFF NO. : DATE :	RM KIDEY REMARK
A. NO.	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東市広向
NO. 1	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東田石向
NO. 1 2 3	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東市広向
NO. 1 2 3 4	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東田石向
NO. 1 2 3	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東田石向
NO. 1 2 3 4	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東市広向
NO. 1 2 3 4 5	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東市広向
NO. 1 2 3 4 5 6	PRODUCTS		- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東田石向
NO. 1 2 3 4 5 6 7	PRODUCTS	QTY.	- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE	KINDFY 東市広向
NO. 1 2 3 4 5 6 7	PRODUCTS PRODUCTS NAME	QTY.	- ACTUAL RE	STAFF NO. : DATE : TAIL PRICE AMOUNT (SGD)	REMARK
NO. 1 2 3 4 5 6 7	PRODUCTS PRODUCTS NAME TOTAL AMOUNT (W/GS*	QTY	ACTUAL RE UNIT PRICE	STAFF NO. : DATE : TAIL PRICE AMOUNT (SGD)	REMARK Opening \$:
NO. 1 2 3 4 5 6 7	PRODUCTS PRODUCTS NAME PRODUCTS NAME TOTAL AMOUNT (W/GST DISCOUNT	QTY.	ACTUAL RE UNIT PRICE	STAFF NO. : DATE : TAIL PRICE AMOUNT (SGD)	REMARK Opening \$: Deduct \$:
NO. 1 2 3 4 5 6 7	PRODUCTS PRODUCTS NAME PRODUCTS NAME TOTAL AMOUNT (W/GST) I, hereby authorised the company to deduct the	QTY.	ACTUAL RE UNIT PRICE	STAFF NO. : DATE : TAIL PRICE AMOUNT (SGD)	REMARK Opening \$: Deduct \$: Balance \$:
A. NO. 1 2 3 4 5 6 7 8	PRODUCTS PRODUCTS NAME PRODUCTS NAME TOTAL AMOUNT (W/GST) I, hereby authorised the company to deduct the Entitlement.	QTY.	ACTUAL RE UNIT PRICE	STAFF NO. : DATE : TAIL PRICE AMOUNT (SGD)	REMARK Opening \$: Deduct \$: Balance \$: