

Sample Purchase Requisition Form

Management Committee (MC) members, Owners' Corporation staff and Property Management Company staff involved in a procurement exercise should declare to the Secretary / Chairman of the MC any conflict of interest and withdraw from the procurement exercise pending the decision of the MC.

Sample Form for Declaration of Conflict of Interest ↪ Annex 3

Purchase Requisition Form					
The Owners' Corporation 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: _____	