

REQUISITION ORDER FORM

** Should be register by Logistic Personnel*

Date Raised :

GAM Order No. :

** Please tick ✓ the relevant box.*

PRIORITY	ORDER TYPE
<input type="checkbox"/> AOG	<input type="checkbox"/> Purchase <input type="checkbox"/> Repair
<input type="checkbox"/> Rush Order	<input type="checkbox"/> Standard Exc. <input type="checkbox"/> Overhaul
<input type="checkbox"/> Routine Order	<input type="checkbox"/> Others <i>*Please state type of services</i>

AIRCRAFT DETAILS <i>* if requisition related to specific aircraft</i>	
A/C Reg. :	Owner :
A/C Type :	Location :
A/C Status :	Worksheet :
<i>* Please state (N/A) if not applicable.</i>	

VENDOR INFORMATION <i>* if recommended by requestor</i>	
Name of Company :	& Address :
Contact No. :	Email Address :
Attn. :	

REQUESTOR DETAILS

1. Name	2. Position	3. Dept.	4. Base
5. Contact No.	6. Email Address	7. Delivery Location	8. Remarks <i>(if any)</i>

DETAILS OF REQUISITION

USE BY REQUESTOR						USE BY LOGISTICS DEPT.				
No.	Part No.	Description	Serial No.	Qty	Reference	P.O No.	P.O Date	EDD	Price (RM)	Remarks
1										
2										
3										
4										
5										
6										
7										

Special Instruction :

Please specify specifications/justifications/reason for the above request if required (attach separate sheet if space not sufficient)

INSTRUCTIONS FOR FILLING OUT THE GAM/E-042 REQUISITION ORDER FORM.

Date Raised	Insert the date the form was raised.
GAM Order No.	Insert the GAM order number (to be issued by Logistics).
AIRCRAFT DETAILS (if requisition related to specific aircraft, if not please stated N/A)	
A/C Reg.	Insert the aircraft registration number.
A/C Type	Insert the aircraft type.
A/C Status	Insert the aircraft status.
Owner	Insert the owner of the aircraft.
Location	Insert the location of the aircraft.
Worksheet	Insert the worksheet number related to the aircraft.
REQUESTOR DETAILS	
Name	Insert the name of the requestor.
Position	Insert the position of the requestor.
Dept.	Insert the department of the requestor.
Base	Insert the base of the requestor.
Contact No.	Insert the contact number of the requestor.
Email Address	Insert the email address of the requestor.
Delivery Location	Insert the delivery location.
Remarks	Insert any remarks if necessary.
DETAILS OF REQUISITION	
USE BY REQUESTOR	
Part No	Insert the part number of the required item.
Description	Insert the description of the required item.
Serial No.	Insert the serial number of the required item.
Qty	Insert the quantity of the required item.
Reference	Insert the reference of the required item.
USE BY LOGISTICS DEPT.	
P.O NO.	Insert the Purchase Number (P.O) number for the required item.
P.O Date	Insert the P.O date for the required item.
EDD	Insert the Estimated Delivery Date (EDD) for the required item.
Price (RM)	Insert the price of the required item in RM (Ringgit Malaysia)
Remarks	Insert any necessary remarks.
Special Instruction	Specify specifications, justifications, reason for the request if required.