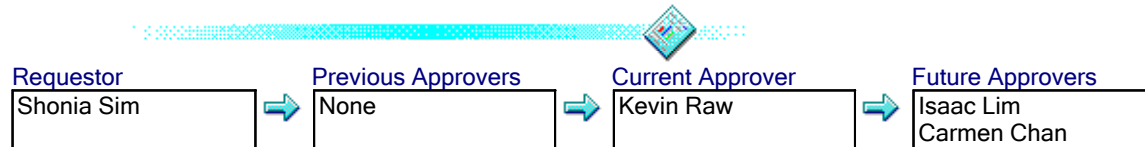


Expense Request Form(SEA Operations)

Requested By Shonia Sim
 Request Date 04.06.2020 11:47:15
 Status Awaiting Approval by Kevin Raw



Additional Information

Approver Name	Approver Function	Due Date	Expiration Action	Status	Date
Kevin Raw	Dept Manager	06.06.2020	Notification	None	
Isaac Lim	SEA F&A Manager		Notification	None	
Carmen Chan	Admin or IT Specialist		Notification	None	

Approval Flow-Please make sure to choose the approver by clicking "edit approver list"

Requestor
 Operation Manager
 Yvonne Talon
 Admin / IT Specialist

* Note:If the purchase is stationery, Request needs to be routed to Geraldine Ng for purchasing,If the purchase is IT Accessories, Request needs to be routed to Chin Ping Chong/Mary Lim for purchasing

Update made : CopyTo:

Waters Pacific Pte Ltd

1 Science Park Road, #02-01/06, The Capricorn Singapore Science Park

II, Singapore 117528
 Tel: +65 6593 7100 Fax: +65 6593 0733

This form is for only for AHQ & Singapore users

Purchase Order Number(SIN+Year+Sequential No.):

Vendor/Payment Details:

Vendor:Micro Precision Calibration Pte Ltd

Address:Blk 5008 Ang Mo Kio Avenue 5, #07-02/03 Techplace II, Singapore 569874

Telephone/Fax No.:6748 4384 // 6748 4349

Payment Terms:30 days

Date Required:03.07.2020

Charged to:

Mgt Unit:Singapore
Calibration Tools

Dept:Service Processed By:Shonia Sim

Nature of Request:

****Recoverable from:** ****Recoverable Amount:**

(Indicate Customer PO)

** Applicable only to purchaser on behalf of end-customer.

Currency :S\$
GST:502.90

Amount before GST:470

GST %:7

Amount after

Budget in US\$:

S/N	Description of Items	Unit Price	Qty	Total Price	Remark
1	Calibration service for Signal Generator, Model: WGS, serial no. 2192550211	350.00	1	350.00	Calibration
2	Calibration for Stopwatch, Model : Radio Shack, serial no. 63-5011	60.00	1	60.00	Calibration
3	Calibration for Stopwatch, Model : Casio, serial no. 601Q29R (WTCS01)	60.00	1	60.00	Calibration
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

This document serves as an official Purchase Order.
You may use the expense requisition number as the PO Number.
Please show Purchase Order Number and code number on your invoice and deliveries.
No signature is required.

Special Instructions/Remarks:

Attachment: Please attach Quotation here



WAT-Q-050820-SG-AMY-REV[1].pdf

History:

-----Hidden Fields: