

EQUIPMENT PURCHASE PROJECT

Format No.:

REQUIREMENT FOR EQUIPMENT, IDENTED BY USER DEPARTMENT AND ITS APPLICABILITY

AREA | LOCATION | DEPARTMENT REQUIREMENTS

EXPECTED DATE OF INSTALLATION / COMMISSINING

TDC (TECHNICAL DATA SHEET) : REQUIREMENTS

EQUIPMENT DESCRIPTION

EQUIPMENT PURCHASE PROJECT

Format No.:

EQUIPMENT ESTIMATE COSTING		
EQUIPMENT ESTIMATE VALUE		\$
INSTALLATION CHARGES		\$
TAXIES & DUTIES		\$
TRANPORATATION EXPENSES		\$
LABOUR CHARGES		\$
OTHER CHARGES:		\$
1.		\$
2.		\$
3.		\$
TOTAL		\$
#	DESCRIPTION	DATE OF COMPLETE
01	Management checks for facilities submit equipment request	
02	Review with staff members (concern)	
03	Assign Project Code / Specific No.	
04	Executive Committee Approvals	
05	Tenders / Quotation received & comparison	
06	Purchase order / Job order released	
07	Final approval / contract approval with supplier	
08	Material Received	
09	Material Inspection by supplier's inspectors at our end	
10	Equipment assembling	
11	Testing of equipment	
12	Final Approval from User Department	
13	Management Satisfaction note / letter	
14	Payment Released as terms of P.O.	
15	Feedback from operators	
16	Service Reports of suppliers	

PROJECT ENGINEER NOTE	SIGNATURE & STAMP

MANAGEMENT REPRESENTATIVE NOTE	SIGNATURE & STAMP