

Internal Transfer Procurement Order

Order Number
ITPO-2024-0031

Order Date
2024-06-20

Requesting Department
Marketing Division

From Location
Central Warehouse

To Location
Head Office, 3rd Floor

Requested By
Jane Smith

Approved By
John Doe

Expected Delivery
2024-06-27

Reference
PR-2024-0215

Item Details

| # | Item Description | Item Code | Quantity | Unit | Remarks |
|---|-----------------------------|------------|----------|--------|------------------------|
| 1 | Company Letterhead Paper A4 | STA-A4-001 | 500 | Sheets | For corporate event |
| 2 | Laptop Dell Inspiron 15 | IT-LAP-204 | 2 | Units | Marketing team members |
| 3 | USB Flash Drive 32GB | IT-USB-512 | 10 | Pcs | - |
| | | | 512 | Total | |

Remarks / Special Instructions

Kindly ensure items are delivered in proper packaging. Notify Marketing Division before dispatch.

Important Notes:

- This document is for internal use only and does not serve as an external purchase order.
- All transfers must be approved by authorized personnel prior to execution.
- Receiving department is responsible for verifying receipt and condition of items.
- Discrepancies or shortages should be reported immediately to the Procurement and Warehouse departments.
- Retain a copy of this order for audit and inventory records.