

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.