

# NEW ITEM REQUEST FORM

**VENDOR NAME: small vendor**

[illegible]



**Prepared by,**  
Titania Ayu Romadloni  
Purchasing / Requester

Submit with supporting document (Invoices).



**Checked By,**  
Michael Daniel  
Manager Operational

— signature —

**Approved By,**  
COSTINGHO  
Costing Team

 — signature —

**Created By,**  
—  
Owning Company