

	<b>Elite Prime Holding Ltd</b> <b>Vehicle Purchase/Lease Requisition Form</b>	<b>Doc:</b> EPHL-VPLRF
		<b>Version No.:</b> 0.1
		<b>Date:</b> 12 January 2023

<b>Vehicle Purchase/Lease Requested By</b>			
Project Name		Project Location	
Requesting Person		Designation	
Department		Date	
<b>Vehicle Requirement</b>			
Replacement	<input type="checkbox"/>	New Project	<input type="checkbox"/>
Vehicle Units Required		Vehicle Lease Period	
Budgeted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Required Delivery Date		Delivery Location	
<b>Preferred Vehicle Type</b>			
<i>Choose an item.</i>			
Others (Please specify) Vehicle Make:		Vehicle Model:	
<b>Required Accessories</b> (Please list)			
Addition 1:		Addition 2:	
Addition 3:		Addition 4:	
<b>Additional Accessories Required</b> (Please specify):			
<b>Mandatory Documents to be attached</b>			
Vehicle Purchase Cost		Vehicle Lease Cost	
Vehicle Cost Comparative Analysis		Dealer Company Quotations	
Technical Vehicle Suitability Analysis		Leasing Company Quotations	
Department Head's Name & Signature		Name:	Signature:
Country Finance Manager's Name & Signature		Name:	Signature:
Country Manager's Name		Name:	Signature:
Purchasing Head's Name & Signature		Name:	Signature:
CFO's Name & Signature		Name:	Signature:
CEO's Approval & Signature		Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	Signature:
Date			