Please complete this form and upload it as supporting document when submitting URECA Purchase Order pre-approval (external) form in URECA system.

*(Note: double click on the check box, then change Default value to ‘checked’ instead to check the box.)*

1. Reason for the request

[ ]  only credit card is accepted

[ ]  only online payment platform is available

1. Please indicate the purchase is one-off or recurring payment type

[ ]  One-off

[ ]  Recurring

1. Vendor Name:
2. Provide screenshot of vendor portal (attach screenshot below).
3. Provide screenshot of item(s) to be purchased with details of price (include GST charge if any) and quantity (attach screenshot below).