

# Memorandum of Re Issue PO

To : Head of Procurement and Vendor Development

From :

Date :

Re : **Request to Reissue of Purchase Order**

Reference is made to the above matter.

We would like to request from your good office to re-issue Purchase Order due to previous Purchase Order was canceled during Purchase Order Closing activity.

The details of Re-issue Purchase Order request as below :-

No	Purchase Order No	Reason	Counter measure	PIC

Enclosure :



Delivery Order Copy



Service / Reports



Previous PO Copy

Your consideration on this matter is highly appreciated.

Thank you.

Yours sincerely,

\_\_\_\_\_  
Name :  
Designation : Head of Department  
Department :  
Date :

-----  
*For PVD Office use:*

The request to re-issue Purchase Order is **approved / not approved\*\*\***

Re-issue PO No : \_\_\_\_\_ Buyer Name : \_\_\_\_\_

PO Closed Date : \_\_\_\_\_

Endorsed by:  _____ Nurulhidayah Rahmat HOD PVD Date:	Approved by:  _____ LAI WAI PENG SNR. MANAGER FINANCE & PVD Date:
--	--