**Premium Items Purchase Form**

Date of request: ___________________________  
Requested by ___________________________

Department ___________________________

Approved by ___________________________

Head of Department ___________________________

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Price per unit (MYR)</th>
<th>Quantity</th>
<th>Total (MYR)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Umbrella (new)</td>
<td>13.00</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>USB thumb drive 4GB (new)</td>
<td>29.00</td>
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</tr>
<tr>
<td>3</td>
<td>Desktop phone holder (new)</td>
<td>16.00</td>
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<tr>
<td>4</td>
<td>Coffee Table Book (Hardcover)</td>
<td>40.00</td>
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<tr>
<td>5</td>
<td>Coffee table Book (Softcover)</td>
<td>30.00</td>
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<td>6</td>
<td>Umbrella (old stock)</td>
<td>8.00</td>
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<td>7</td>
<td>Mug</td>
<td>9.00</td>
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<td>8</td>
<td>Tie</td>
<td>22.00</td>
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<tr>
<td>9</td>
<td>Tie pin</td>
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<tr>
<td>10</td>
<td>Polo tee</td>
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<td></td>
<td>18.00</td>
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<tr>
<td></td>
<td>Men sizes S – XXXL</td>
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<tr>
<td></td>
<td>Ladies fitted tee sizes XS – XXXL</td>
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<td>USB thumb drive 2GB</td>
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<td>Green Living round neck t-shirt</td>
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<td>15</td>
<td>Green Living eco-friendly bag</td>
<td>11.00</td>
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</tr>
</tbody>
</table>

Total Amount Payable ___________________________

To purchase premium items, fax the completed form to the corporate communications department at 04 227 9123 or email to sltseoh@wou.edu.my. Thank you.