

Employee:

Requisition Number:

Requisition Date:

Description:

[TS216] Nkandu, Alphaus

IU001810

12/12/2025

Nkandu, Alphaus's Item Usage REQ on 12/12/2025

Requisition Type:

Status:

Date Required:

[IUR20] Internal Usage Requisition - Portfolio

Approved

12/12/2025

Item Number	Item Description	Qty.	UOM	Date Required	Comments
STK-002-0001	Water 500mls Cases	6	Each	12/12/2025	
STK-002-0009	Dispenser Water	2	Each	12/12/2025	
STK-001-0026	Sticky Notes 75mm	8	Packet	12/12/2025	
STK-001-0101	Shorthand Note books (A5)	7	Each	12/12/2025	
STK-001-0060	2 Tier Document Trays	2	Each	12/12/2025	
STK-002-0005	Pure Honey 500g	2	Each	12/12/2025	
STK-001-0003	AA Energizer Batteries	1	Each	12/12/2025	
STK-001-0092	Plain Folders	30	Each	12/12/2025	
STK-001-0053	Cello Tape Clear 24mmx45mm	2	Each	12/12/2025	
STK-001-0024	Black Ball Pen	7	Each	12/12/2025	

Submitted By

Direct Manager

Financial Manager

General Manager