

Date: February 12, 2018

To: Ms. Jennie Palo

Finance Manager

Subject: Request for Samsung 203E Toner

Dear Ma’am,

We would like to request for the purchase of **1 pc Samsung 203E Toner** to be used in **MFTG** **Samsung printer** located at **Manufacturing Department**. This request is made because the last toner available is already installed yesterday.

Your special attention on this matter is highly appreciated.

Prepared by:

Gerard Singian

**MIS, IT Specialist**

Checked by:

Jerwin Ibañez

**MIS, Officer in Charge**