

REQUISITION FORM

1. INITIATED BY (Staff Name)

Iroigbo Ugochukwu

DEPT Software

BUDGET REF _____

2. ITEM(S) NEEDED:

15 Microsoft 2021 Professional Plus Licenses

3. PURPOSE

For Microsoft word, excel, power-point and other work tools for staff

AMOUNT 78,000

AMOUNT IN WORDS Seventy eight thousand Naira only

HARDWARE: ☐

SOFTWARE: ☒

DURATION: FROM _____

TO _____

INTERNAL: ☒

EXTERNAL: ☐

IF EXTERNAL, PAYMENT RECEIVED: YES ☐

NO ☐

INITIATOR'S SIGNATURE

Kabel

DATE

03/02/2023

4. REMARK/AUTHORIZATION

(A) REMARK/AUTHORIZATION:	(B) REMARK/AUTHORIZATION:
<u>3/2/2023</u> SIGN/DATE/TITLE	<u>3/02/2023</u> SIGN/DATE/TITLE

5. APPROVED BY

[Signature]

DATE

3/2/23.

[Signature]

DATE

03/02/23