

REQUISITION FORM

OK
14/03/23

1. INITIATED BY (Staff Name)

Kazeem Obafemi DEPT Software

BUDGET REF _____

2. ITEM(S) NEEDED:

1 Office 365 E3 License for
1 year

3. PURPOSE

For James Hope University

AMOUNT \$281

AMOUNT IN WORDS Two Hundred and Eighty
One Dollars

HARDWARE: ☐ SOFTWARE: ☒

DURATION: FROM _____ TO _____

INTERNAL: ☐ EXTERNAL: ☒

IF EXTERNAL, PAYMENT RECEIVED: YES ☐ NO ☐

INITIATOR'S SIGNATURE [Signature] DATE 14/03/2023

4. REMARK/AUTHORIZATION

(A) REMARK/AUTHORIZATION:	(B) REMARK/AUTHORIZATION:
<u>[Signature]</u> <u>14/3/2023</u>	<u>[Signature]</u> <u>14/03/2023</u>
SIGN/DATE/TITLE	SIGN/DATE/TITLE

5. APPROVED BY

[Signature] DATE 14/03/23

[Signature] DATE 14/3/23

--- FOR INTERNAL USE ONLY ---

@ Finance, please raise a bill to Jtu.