

## REQUISITION FORM

**1. INITIATED BY (Staff Name)**

Hazeem Obafemi

DEPT

Software

BUDGET REF

**2. ITEM(S) NEEDED:**

1 Exchange Online Plan 1 License

**3. PURPOSE**

For James Hope University

AMOUNT

\$ 53

AMOUNT IN WORDS

Fifty three dollars

HARDWARE:

☐

SOFTWARE:

☒

DURATION: FROM

TO

INTERNAL:

☐

EXTERNAL:

☒

IF EXTERNAL, PAYMENT RECEIVED: YES

☐

NO

☐

INITIATOR'S SIGNATURE

[Signature]

DATE

21/03/2023

**4. REMARK/AUTHORIZATION**

(A) REMARK/AUTHORIZATION:	(B) REMARK/AUTHORIZATION:
<u>[Signature]</u> <u>21/03/2023</u>	<u>[Signature]</u> <u>[Signature]</u>
SIGN/DATE/TITLE	SIGN/DATE/TITLE

**5. APPROVED BY**

[Signature]

DATE

21/03/23

[Signature]

DATE

21/3/23

— FOR INTERNAL USE ONLY —

[Signature] [Signature] 21/3/23