**UNIVERSITY PRESS PLC**

**INTERNAL MEMO**

To       :           PM(IT)

From  :           DAIRO OLUWASEGUN

Date   :          09/09/2022

**REQUEST FOR DESKTOP COMPUTER SYSTEM RAM**

I write to request for the purchase of a system unit RAM. The RAM I had was removed and given to Ajengule depot based on urgency and since then I have been unable to make use of my computer system. I hereby request an urgent purchase of a system unit RAM.

I will appreciate if this request is approve.

Thanks

Dairo Oluwasegun (IT support)

AGM (NFO)