

GENERAL REQUISITION FORM



Requested by:	FLORENCE EMEKA	Position:	BDO/ADMIN OFFICER.
Date of Request:	01/02/2023	Location of need	LAGOS LOCATION
Purpose:	SUNDRY ITEMS FOR LAGOS OFFICE USE		
Signature:			

ITEMS:

S/N	DESCRIPTION OF ITEMS	QTY	MARKET PRICE PER ITEM	TOTAL (N)
1.	BLOCK AIR FRESHNER {DRUMMER}	6 PICS	500	3,000.00
2.	OMO DETERGENT (BIG SIZE)	1 PACKET	1850	1,850.00
3.	HYPO BLEACH (BIG SIZE)	1 BOTTLES	2,000	2,000.00
4.	MAMA LEMON WASHING UP LIQUID (BIG SIZE)	1 BOTTLE	1500	1,500.00
5.	TISSUE PAPER	1/2 ROLL	2000	2,000.00
6.	SERVLETTE	1 PACKETS	600	600.00
7.	SPONGE	6	1,000	1,000.00
8.	MORTEIN MULTI INSECT KILLER (Baygon Small size)	1	1,000	1,000.00
9.	HARPIC SUPER ACTIVE BLOCK	1 PACK	1,500	1,500.00
10.	HAND SANITIZER ARMSTRONG HAND	1 BOTTLE	2,500	2,500.00
11.	WASTE BAG	1 ROLL	800	800.00
12.	PROVISION MILO	2 ROLLS	2,200	2,200.00
13.	PROVISION MILK	2 ROLLS	2,600	2,600.00
14.	TRANSPORTATION			2,450.00
	TOTAL			#25,000.00

CONFIRMED BY: _____

HR OFFICER

APPROVED BY: _____

CHIEF OPERATION OFFICER

03/02/2023

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