

GENERAL REQUISITION FORM



Requested by:	FLORENCE EMEKA	Position:	BDO/ADMIN OFFICER.
Date of Request:	18/09/2023	Location of need	LAGOS LOCATION
Purpose:	SUNDRY ITEMS FOR OFFICE USE		
Signature:			

ITEMS:

S/N	DESCRIPTION OF ITEMS	QTY	MARKET PRICE PER ITEM	TOTAL (N)
1.	AIR FRESHENER BLOCK	6 PCS	500	3,000
3.	OMO DETERGENT (BIG SIZE)	1 PACKET	2000	2,000
4.	HYPO BLEACH (BIG SIZE)	1 BOTTLES	2300	2,300
5.	HARPIC TOLIET CLEANER	2 BOTTLES	2000	4000
6.	MAMA LEMON WASHING UP LIQUID (BIG SIZE)	1 BOTTLE	1500	1,500
7.	TISSUE PAPER	1/2 ROLL	2500	2,500
8.	SERVETTE	2 PACKETS	300	600
9.	SPONGE	6	1500	1,500
10.	MORTEIN MULTI INSECT KILLER (Baygon)	1	2,000	2,000
	HAND SANITIZER ARMSTRONG HAND	1 BOTTLE	2500	2,500
11.	WASTE BAG	1 ROLL	1400	1,400
12.	PROVISION MILO (FOR OCTOBER 2023)	20 PCS	110	2,200
13.	PROVISION MILK (FOR OCTOBER 2023)	20 PCS	120	2,400
14.	TRANSPORT			3,000
	TOTAL			N30,900

CONFIRMED BY:

DC/ADMIN OFFICER

[Signature]
19-09-2023

APPROVED BY:

HR MANAGER

[Signature]
19th Sept-2023

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