**GENERAL REQUISITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requested by:*** | BRIGGS OLAWUMI | ***Position:*** | HR/ADMIN  OFFICER |
| ***Date of Request:*** | 21/3/22 | ***Location of need*** | ALL LOCATIONS |
| ***Purpose:*** | REFRESHMENT FOR SEMINAR AND WORKOUT | | |
| ***Signature:*** |  | | |

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**ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION OF ITEMS** | **QTY** | **MARKET**  **PRICE PER ITEM** | **TOTAL**  **(N)** |
| 1. | MEATPIE | 60 PCS | 400 | 24,000 |
| 2. | |  |  |  |  | | --- | --- | --- | --- | | MALT | 12 BTLS | 500.00 | 6,000.00 | | 2CTN & HALF | 210 | 12,600 |
| 3. | BOTTLED WATER (FOR WORKOUT) | 3 CARTONS | 1,500 | 4,500 |
| 4. | CHAIRS | 60PCS | 100 | 6,000 |
|  |  |  |  |  |
|  | **TOTAL** |  |  | **#47,100** |
|  | **REFRESHMENT FOR WORKOUT** |  |  |  |
| 1 | Snacks | 60 | 100 | 6,000 |
| 2 | Bottled water | 3 CARTONS | 1,500 | 4,500 |
| 3 | Instructor Fee |  |  | 5,000 |
|  | **TOTAL** |  |  | **#15,500** |

***GRAND TOTAL # 62,600***