**GENERAL REQUISITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requested by:*** | BRIGGS OLAWUMI | ***Position:*** | HR/ADMIN  OFFICER |
| ***Date of Request:*** | 8/8/22 | ***Location of need*** | ALL LOCATIONS |
| ***Purpose:*** | REFRESHMENT FOR VENDOR”S MEETING | | |
| ***Signature:*** |  | | |

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**ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION OF ITEMS** | **QTY** | **MARKET**  **PRICE PER ITEM** | **TOTAL**  **(N)** |
| 1 | RENTING OF CHAIRS | 50 | 100 | 5000 |
| 1 | BOTTLED WATER | 3 CARTONS | 1,900 | 5,700 |
| 2 | FRIED RICE/JOLLOF RICE/CHICKEN | 55 | 1000 | 55,000 |
| 3 | MALT | 2 ½ | 5020 | 12,600 |
|  | **TOTAL** |  |  | **#78,300** |

***GRAND TOTAL # 78,300***