**GENERAL REQUISITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requested by:*** | FELIX TAMUNOEMI PRINCE | ***Position:*** | DC/ADMIN  OFFICER |
| ***Date of Request:*** | 25/04/2023 | ***Location of need*** | ALL LOCATIONS |
| ***Purpose:*** | **REFRESHMENT FOR SEMINAR AND WORKOUT ON 27TH AND 28TH APRIL 2023** | | |
| ***Signature:*** |  | | |

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**ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION OF ITEMS** | **QTY** | **MARKET**  **PRICE PER ITEM** | **TOTAL**  **(N)** |
|  | **SEMINAR ON THURSDAY 27TH APRIL 2023** |  |  |  |
| 1. | RICE AND CHICKEN | 60 | 1.000 | 60,000 |
| 2. | |  |  |  |  | | --- | --- | --- | --- | | BETA CAN MALT | 12 BTLS | 500.00 | 6,000.00 | | 2½ CARTONS | 4,500 | 11,250 |
| 3. | LA SIEN BOTTLE WATER | 5 CARTONS | 1,000 | 5.000 |
| 4. | RENTING OF CHAIRS | 60 | 100 | 6,000 |
|  |  |  |  | **#82,250** |
|  | **WORKOUT ON FRIDAY 28TH APRIL 2023** |  |  |  |
| 1 | SNACKS | 50 | 500 | 25,000 |
| 2 | WATER | 5 CARTONS | 1,000 | 5,000 |
| 3 | INSTRUCTOR FEE |  |  | 5,000 |
|  |  |  |  |  |
|  |  |  |  | **#35,000** |

***GRAND* TOTAL: ONE HUNDRED AND SEVENTEEN THOUSAND TWO HUNDRED AND FIFTY NAIRA ONLY. #117,250**