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ecorichsolutions

REQUISITION FORM

DATE: 8th August, 2025.

REQUESTOR INFORMATION

Name: Ruth Mwangi

Department: Administration

Contact Details: 0743438211

ITEMS REQUESTED

Item Description	Quantity	Unit price	Total cost
Rent	1	17,900	17,900

Grand Total: KSH 17,900.

PURPOSE OF REQUISITION

Rent is due 9th of every month

Requested by: Name:Ruth Mwangi

Signature:

Date:

APPROVAL SECTION

CEO approval: Name:Joyce Rugano

Signature:

Date: