



UPLB Information Technology Center (Accomplish in Duplicate)

University of the Philippines Los Baños Job Request No.

Job Request Form

Date: Jun 17, 2016

Telephone

Time Finished

Email

Time Started

Client Info

Printed Name: clstia	Designation
Office/Unit:	Tel.No.:
Location of Work:	
Work to be Done/Problems encountered:	

Services Info

Description	Quantity	Cost per Unit	Total Cost
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Bill of Materials

Description	Remarks	Quantity/Unit	Cost per Unit
Materials Used			
Materials Harvested			

Recommended Materials/Equipment for Purchase

Item Specification	Quantity/Unit	Cost per Unit
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