

**Office of the President**

REQUISITION FORM

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Req/No:** ${prid}  Tirsig Dalabka | **Date:** ${date}  Tarikh | | **Department Requested:** ${department}  Waxda Codsaneysa | **Delivery:**  Ku hagaji | | **Requested by: ${requested\_by}**  Codsadaha | **Stage Needs:**  Marxalada Bahida |     **Office of the Procurement and Logistics**   |  |  |  |  | | --- | --- | --- | --- | | **No:** | **Product Name** | **Qty** | **Description** | | ${id} | ${item\_name} | ${qty} | ${desc} | |

**Director Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_