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| Division | PTO | Responsibility Center | | Risk No. |  |  |
| Office | MTO | Code: |  | Sai No. |  |  |
| REQUISITION | | | | | ISSUANCE | |
| Stock No. | Unit | Description |  |  | Remarks | |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Purpose: | |  | Approved by: | | Issued by: | Received by: |
| Signature: | |  |  | |  |  |
| Printed Name: | |  |  | |  |  |
| Designation: | | Book Binder lll |  | |  |  |
| Date: | |  |  |  |  |  |