

UNIVERSITY OF SAN JOSE-RECOLETOS

REQUISITION FOR CAPITAL EXPENDITURES

(Building Improvements, School-Office Furniture & Equipment, Computers & Peripherals, Speech-Audio Visual Equipment, Laboratory Apparatus & Precision Instruments)

Department: \${Department}
\${date}

Date:

Quantity: \${Quantity}

Unit: \${Unit}

Item: \${Item}

Description: \${Description}

Charged to: \${Charged To}

Justification: \${Body}

Requisitioned By:

\${Sender}

Recommended Approval:

\${VP-Welfare}

Verified By:

\${Comptroller}

Approved By:

\${VP-Finance}