



Form Code:
F-HRA-022

Revision No.:
1

Effective Date:
06/28/2018

Page No.:
Page 1 of 1

PURCHASE REQUEST FORM

Serial No:

Name

Lirba Mae Labos

Division/Department

IT

NATURE OF REQUEST

1-filing tray 1-Hydraulic door closer 1-Door Knob 1-pedestal 1-feather duster

JUSTIFICATION

For security purposes

Date & Time of Notification:

5/3/2023

REQUESTED PRIORITY:

must be done within 24 hours

must be done within the week

others, please specify

Request submitted by:

Lirba Mae Labos

Request reviewed and endorsed by:

Approved by:

Ian Co / Stephanie Co

ADMIN USE ONLY

Notification received by:

Request Accomplished on:

Date & Time of Notification:

Acknowledged by: