



WAJENZI PROFESIONAL CO LTD PROCUREMENT MATERIAL REQUEST FORM

GENERAL INFORMATION

Department: _____

Request Number:_____

Date if Request:_____

REQUESTER DETAILS

Full Name: _____

Department: _____

Job Title: _____

Staff ID _____

Phone /Email: _____

MATERIAL DETAILS

No.	Material Description	Specification / Model	Qty	Unit	Required date
1					
2					

PURPOSE OF REQUEST

(Tick as applicable)

Operational use Project Use Maintenance / Repair Emergency Other: _____

Reason for Request: _____

PROCUREMENT USE ONLY

Purchase Order (PO) No: _____

Selected Vendor: _____

Expected Delivery Date: _____

Remarks: _____

Wajenzi professional company ltd.

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