



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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