

**Form Title:** Equipment Purchase Requisition Form

**Subject:** IT Hardware Upgrade

**From (Department):** Human Resources Department

**Requested By:** Carlos Reyes

**Request Date:** October 15, 2025

Item	Unit	Price per Unit	Total Price
Laptop	3	₱ 45,000	₱ 135,000
Mouse	3	₱800	₱2,400
Total			₱ 137,400