**LBP LEASING AND FINANCE CORPORATION**

**PURCHASE REQUEST**

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| **Group/Unit:** |  | **Date:** |  |

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| --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Est. Unit Cost** | **Est. Cost** |
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| Purpose: |  |
| Attachments: |  |

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|  | Requested by: | Approved by: |
| Signature |  |  |
| Printed Name |  |  |
| Designation |  |  |
| Date |  |  |