

REQUEST NAME: Request for XYZ Items

ON BEHALF OF: HUGE JACK

CATEGORY:

BUSINESS UNIT:

SOURCING BUYER:

REQUESTOR NAME: Emily Ross

PHONE NUMBER: ### ##

DEPARTMENT: HR

DATE: 22/09/2015

REQUEST APPROVER:

LEGAL ENTITY: GEP Pvt. Ltd.

#### DESCRIPTION:

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Anticipated project cost / annual spend: ###,#### USD

Type of Purchase: Materials

Date Needed By: 21/10/1015