

REQUEST FOR ACCOUNTABLE DOCUMENTS

TO: PURCHASING

FAX NO. 2890

DATE: _____

Would you please issue the accountable documents listed below to me.

The accountable documents are to be:

- (1) Collected by myself (or the person nominated below) OR
- (2) Sent by internal mail.

NAME: _____
(Please Print)

AUTHORISING OFFICER: _____

SCHOOL/UNIT: _____

TYPE OF DOCUMENT: _____
e.g. Minor Purchase Order or Purchase Requisition Book.

NUMBER OF BOOKS: _____

OFFICER NOMINATED TO COLLECT ACCOUNTABLE DOCUMENTS

DATE: _____

NAME: _____
(Please Print)

SIGNATURE: _____

ISSUE NO: _____ TO _____