REQUEST FOR ACCOUNTABLE DOCUMENTS

TO: PURCHASING FAX NO. 2880

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: Purchase requisition booklet

NUMBER OF BOOKS: ________________________________

OFFICER NOMINATED TO COLLECT ACCOUNTABLE DOCUMENTS

DATE: ________________________________

NAME: __________________________________________ (Please Print)

SIGNATURE: ________________________________

ISSUE NO: ________________________________ TO ________________________________