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 ____________________