

For instructions on how to use this form, refer to document S000

## PURCHASE REQUISITION

### *Purchase Information:*

<b>Purchase Title:</b>	
<b>Purchase Description:</b>	
<b>Requester Name:</b>	
<b>Requester Phone Number:</b>	
<b>Date Requested:</b>	

### *Supplier Information:*

<b>Name:</b>	
<b>Address:</b>	
<b>Contact:</b>	

### *Purchase Items:*

Item No.	Description	Price (\$FJ)	VAT & Duty?
1.			No V or D
2.			No V or D
3.			No V or D
4.			No V or D
5.			No V or D
6.			No V or D
7.			No V or D
8.			No V or D
9.			No V or D
10.			No V or D
	<b>VAT TOTAL</b>	<b>\$1,720.00</b>	<b>Vat Inclusive</b>

### *Authorisation:*

Title	Name	Signature
Section Leader		
The Manager, ITC Services		

