

Reference No.: _____



REQUEST FOR PRINTER/ PHOTOCOPIER PAPER REAMS

From (Wing/Cell): _____

To: IT CELL

THE REQUEST IS BEING SUBMITTED BY:

User Name: _____

PT No.: _____

Designation: _____

Signature: _____

Date: / / 2018

For the following paper reams:

Sr.	Paper Reams	Type (A4/ Legal)	Reams requested	Purpose of Use
1	Printing Paper Reams (80gm)			
2	Photocopier Paper Reams (70gm)			

Concerned OIC: _____

GM/ DGM: _____

ISSUED BY:

IT Staff Name: _____

PT No.: _____

Signature: _____

Entry on IT Stock Ledger: _____ Page No.: _____

Dated: / / 2018

Manager (IT): _____

Remarks: _____

APPROVED BY:

Reams approved: _____

DGM (HR)

A/GM (HR)

ACKNOWLEDGEMENT BY:

User Name: _____

PT No.: _____

Signature: _____

Reams Received: _____

Balance (if any): _____

Date: / / 2018

Concerned OIC: _____

GM/ DGM: _____