

STATIONERY REQUISITION FORM



No	Description of Items	Material No	Quantity	Unit	Unit Cost	Total	G/L Ref	ADM use only
1	Pilot G-2 0.5/ 0.7 - Blue/ Black/ Red			piece			70150010	
2	Pilot G-2 0.5/ 0.7 - Refill (Blue/ Black/ Red)			piece				
3	Stapler - HD-10 (S) /HD-50 (B)			piece				
4	Staples No 10-1M / 35-1M			box				
5	Ruler - Long / Short			piece				
6	Double Clip - 19mm/ 25mm/ 32mm/ 51mm			piece				
7	Paper Clip - Small/ Medium/ Jumbo			box				
8	Index Divider - Color / White			pack				
9	Eraser - Pencil/ Pen			piece				
10	Post it notes - (5' x 3') / (3' x 3')			pack				
11	Highlighter - Pink/ Yellow/ Orange			piece				
12	White Board Marker - Blue/ Black/ Red/ Green			piece				
13	White Board Marker - Refill (Blue/ Black/ Red/ Green)			piece				
14	Clear Doc. Folders - CBE 9001 / F4 / A4L shape			piece				
15	Hard Cover Notebook - A5 / F4 (300 pgs)			book				
16	Laminating Film - A4 / A3 / A5			ream				
17	CD-RW / CD-R			piece				
18	Stamp Pad Ink refill - Blue / Red / Black / Green			box				
19	Ball point Pen Medium - Blue / Red / Black /			piece				
20	Whiteboard duster	20000133		piece				
21	Clipboard	20000137		piece				
22	Cutter	20000139		piece				
23	Glue UHU 8.2g	20000009		stick				
24	Water Glue	20000097		bottle				
25	Scissors 6.5" PENMARK	20000033		pair				
26	Post-it Flags (Sign Here)	20000037		pack				
27	2B Pencil	20000008		piece				
28	Map Pins	21000163		box				
29	Key Tag Holder	21000230		box				
30	2" Hard Cover File	20000005		file				
31	3" Hard Cover File	20000004		file				
32	ABBA 807A A4 Management File	20000098		piece				
33	Plastic Fastener	20000135		piece				
34	Clear Doc. Protectors (CBE 305A)	20000036		piece				
35	Loytape 18 x 40	20000051		roll				
36	Double sided tape	20000052		roll				
37	Tape Dispenser	20000149		unit				
38	Shorthand Book	20000006		book				
39	Pocket Note Book	20000007		book				
40	IK yellow A4 paper 80gms	20000003		ream				
41	IK yellow A3 paper 80gms	20000048		ream				
42	E-MAS envelope non Window - A4	20000044		piece				
43	E-MAS envelope with window	20000045		piece				
44	E-MAS envelope non-window	20000046		piece				
45	E-MAS letterhead	20000047		piece				
46	E-MAS continuous sheet	20000011		piece				
47	HP Deskjet 2132 (Black)	20000351		unit				
48	HP Cartridge C7115A (1000,1200,3300)	20000102		unit				
49	HP Cartridge C9730A (Black)	20000265		unit				
50	HP Cartridge C9731A (Cyan)	20000262		unit				
51	HP Cartridge C9732A (Yellow)	20000263		unit				
52	HP Cartridge C9733A (Magenta)	20000264		unit				
53	HP Cartridge CE505A (Black)	20000310		unit				
54	HP Laserjet CF226A (Black)	20000340		unit				
55	HP Laserjet CE285A (Black)	20000300		unit				
56	HP Laserjet P1006 - CB435A	20000239		unit				
57	HP Laserjet Q2612A (1020)	20000055		unit				
58	HP Laserjet CF280A (Black)	20000320		unit				
59	Ricoh Toner SP211 SF	20000470		unit				
60	HP Laserjet Pro M12a - 79A (CF279A)	20000473		unit				
				TOTAL				
No	Others (Pls specify)	Material No	Quantity	Unit	Unit Cost	Total	G/L Ref	ADM use only

Justification and Intended Use

Note : All G/L are 70150010 unless stated otherwise

Requested by		HOD Approval		Received/ Collected by	
Name		Name		Name	
Department		Department		Department	
Date		Date		Date	