



Internal Request Form
Please complete and use this form for ALL supply / finance / order requests.

Requesting Department: _____ Name: _____
 Date Requested: ___ / ___ / _____ Date Required: ___ / ___ / _____

a) Printed materials – If you require any materials printed please complete the section below:
 Please note all designs (if applicable) should receive prior approval from the GM, subsequent approval from the P & P Manager and finally be tendered to print shops.

Description of material requested (please attach a sample, if available) _____

Number of copies required: _____

Function of material(s) requested: _____

Tender reports (Please attach pro-forma invoices)

Tender 1	_____	_____	_____
	Name of Supplier	Amount	LL / USD
Tender 2	_____	_____	_____
	Name of Supplier	Amount	LL / USD
Tender 3	_____	_____	_____
	Name of Supplier	Amount	LL / USD

Approved tender: _____

Final Approval: _____ (General Manager)

If approved this form should be passed to the Purchasing department who will order and deliver your request(s).

b) Photocopies – If you require any photocopies made please complete the section below:

Description of copies requested (please attach a sample) _____

Number of copies required: _____

Function of material(s) requested: _____

Final Approval: _____ (Front Office Manager)

Once approved the Front Office Manager will complete the request and place photocopies, with original(s) in your letter tray. Please allow 1 working day for orders of 100+ copies.

c) Maintenance – If you require any maintenance (physical/hardware/software) please complete the section below:

Description of maintenance requested _____

Reason of maintenance requested: _____

Final Approval: _____ (General Manager)

Once approved this form should be submitted to the Front Office Manager who will initiate the process.

d) Office supplies – If you require any office supplies please complete the section below:

Description of supplies requested _____

Quantity required: _____

Reason of request: _____

Final Approval: _____ (General Manager)

Once approved this form should be submitted to the Front Office Manager who will complete and deliver your order.

e) Equipment – If you require any equipment please complete the section below:

Description of equipment requested _____

Quantity required: _____

Function of equipment requested: _____

Tender reports (Please attach pro-forma invoices)

Tender 1	_____	_____	_____
	Name of Supplier	Amount	LL / USD
Tender 2	_____	_____	_____
	Name of Supplier	Amount	LL / USD
Tender 3	_____	_____	_____
	Name of Supplier	Amount	LL / USD

Approved tender: _____

Final Approval: _____ (General Manager)

If approved, please pass this form to the Purchasing Department who will order and deliver your request.

f) Direct Financing – If you require any direct financing please complete the section below:

Amount requested: _____ LL / USD

Reason requested _____

Final Approval: _____ (General Manager)

If approved financing will normally be available within 7 working days of request.