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| Submitted by |  |
| Department |  |
| Accounts |  |
| Employee ID |  |
| Manager |  |

The department of [X] requests the following item(s) on urgent/routine basis with the recommendation of the manager.

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| Item Name | Description | Size | | Color | Quantity | Note |
| [TEXT] | [TEXT] |
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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_