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| Date: |  | Ref: |  |

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| Requested By: |  | Department: |  |
| Purpose: |  | Organization / Programme use |  | Operation / Project Use |
| Programme/Project: |  |
| **No** | **Item Requested** | **V** | **M** | **E** | **T** | **F** | **Qty** | **Scope of Usages** |
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| Date/Time Requested: | Date/Time Returned: |
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| Requested by: | Verified by: | Requested by: | Verified by: |
| “V-Vehicle, M-Machinery, E-Equipment, T-Tools, F-Furniture” |

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| For Use of Office Only |
| Received on: |  |  | Accepted |  | Rejected |
| Note:Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |