

Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

LETTER REQUEST NO. _____

DATE: _____

TO THE SUPPLY OFFICER
PROPERTY MANAGEMENT SECTION
ADMINISTRATIVE SERVICE

SIR:

THIS IS TO BRING TO YOUR ATTENTION THAT THE FOLLOWING OFFICE
EQUIPMENT DESCRIBED AS

QTY.	PARTICULAR	SERIAL NO.	END - USER
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IS/ARE OUT OF ORDER AND NEED/S IMMEDIATE REPAIRS

MAY WE REQUEST THAT NECESSARY REPAIRS BE UNDERTAKEN ON THE ABOVE
CITED OFFICE EQUIPMENT

VERY TRULY YOURS,

REQUISITION OFFICER/EMPLOYEE

POSITION/TITLE

APPROVED:

SUPERVISOR/CHIEF OF DIVISION