REQUEST FOR CONSUMABLES

FROM: ______________________ DATE: _________________

TO: ____________________ MOTOR VEHICLE REG. NO.___________

SUBJECT: ___________________________________________________

DETAILS OF THE REQUEST:

1.__________________________________________________________

2.__________________________________________________________

3.__________________________________________________________

4.__________________________________________________________

5.__________________________________________________________

6.__________________________________________________________

Signature of requesting officer: _____________________________

Action taken by Officer-in-charge: ______________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Officer taking action: ______________________

Mv. Work-ticket Number: ________________ Month: ______ Year: _______

Sign: ______________________________________________

Date: _____________________________________________

NB: The officer issuing the consumables MUST make sure the details are properly entered in the Work-ticket, and the form must always have a duplicate which is properly filed in the consumables file.