

EEA/ETHIOPIAN ECONOMIC POLICY RESEARCH INSTITUTE

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Purchase Request

NO **95/09**

DATE: **September 11, 2009**

No	Item Description	Unit	Quantity		Remark
			Requested	Approved	
1	Hard Cover	Pkt	100		
2	Plastic Cover	Pkt	100		
3	Artline 90 High performance marker	Pkt	30		
4	CD-R	Pkt	100		
5	DVD	Pkt	100		
6	Posta A4	Pkt	200		
7	Puncher	Pcs	50		
8	Small Staples	Pkt	100		
9	Shera Plaster	Pcs	50		
10	Big Staples	Pcs	50		
11	Plastic file	Pcs	100		
12	Plastic personal file folder	Pcs	100		
13	Box file	Pcs	200		
14	Small stapler	Pcs	50		
15	Posta A5	Pkt	100		
16	Alcohol	Ltr	1		
17	Cotton	Pcs	3		
18	Flat File	Pcs	100		
19	Schoche Tape	Pkt	100		
20	4127A printer toner	Pcs	5		
21	Not Book	Pkt	500		
22	Flip Chart	Pcs	30		
23	Photo Copy paper	pkt	30		

Requested by

Approved by

Note: Attach the Proforma (if necessary)

1st Copy to Accountant

2nd Copy to Store Keeper

3rd copy to the purchaser