Information Management Service Office
UNIVERSITY OF THE PHILIPPINES MANILA (The Health Sciences Center)
Information Technology Complex, 3/F Dietary Bldg. PGH Compound, Taft Avenue, Manila
Tel/Fax No. 526-2265 • E-mail: ims@banwa.upm.edu.ph • Web: http://ims.upm.edu.ph

REQUISITION FORM

Requisition No.: _____ Date: _____

Description: _____

_____

_____

_____

Requested by:

_____
Head/Authorized Representative

_____
Unit/Section

Received by:

_____

to be accomplished by IMS representative

Action Taken/Recommendation

[ ] For repair [ ] For replacement [ ] For preventive maintenance check-up

[ ] For check-up [ ] For outside repair [ ] For unit condemnation

[ ] For cost estimate [ ] Others: _____

_____

Prepared by:

_____

Approved for implementation:

_____

REQUEST COMPLETED AND ACCEPTED

Remarks: _____

_____

_____

_____
End-user

_____
Date

Inspected by:

_____
Authorized Representative

APPROVED

_____
Ariel S. Betan
IMS Director