



GENERAL SANTOS CITY WATER DISTRICT

E. Fernandez Street, Barangay Lagao General Santos

Request Letter

RL NO. : DEPARTMENT :

DATE :

SUBJECT :

ACCOUNT CODE :

PROJECT :

May we request for purchase of materials listed below for Warehouse Stock

ITEM CODE	NO.	Material Description	STOCK Balance	Requirements

For your Consideration and Approval.

Requested By:

Noted By: