



# UNIOSUN Staff CICS

Osun State University, Osogbo.

## COMMODITY REQUEST FORM



Buyer's Name/Phone: \_\_\_\_\_

Buyer's Staff ID no: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

| SN                   | ITEM NAME | QTY | UNIT PRICE | AMOUNT |
|----------------------|-----------|-----|------------|--------|
| 1                    |           |     |            |        |
| 2                    |           |     |            |        |
| 3                    |           |     |            |        |
| 4                    |           |     |            |        |
| 5                    |           |     |            |        |
| 6                    |           |     |            |        |
| <b>Total Amount:</b> |           |     |            |        |

### PAYMENT DETAILS

(Please kindly provide the account numbers of companies you are buying from, leave blank if not available)

| ITEMS                           | COMPANY NAME                      | BANK                       | ACCOUNT NUMBER               |
|---------------------------------|-----------------------------------|----------------------------|------------------------------|
| <u>Example</u><br>items 1,3 & 4 | <u>Example</u><br>XYZ Enterprises | <u>Example</u><br>ABC bank | <u>Example</u><br>0090812754 |
|                                 |                                   |                            |                              |
|                                 |                                   |                            |                              |
|                                 |                                   |                            |                              |
|                                 |                                   |                            |                              |

Buyer's signature and date: \_\_\_\_\_

### Guarantors

- Name: \_\_\_\_\_ Sign & Date: \_\_\_\_\_
- Name: \_\_\_\_\_ Sign & Date: \_\_\_\_\_
- Name: \_\_\_\_\_ Sign & Date: \_\_\_\_\_

### For Official Use Only

Business committee chairman's remark: \_\_\_\_\_

President's remark: \_\_\_\_\_