



REQUEST/REQUISITIONING FORM

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OF

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NORMAL REQUEST ☐

PETTY CASH REQUEST ☐

DEVIATION ☒

REQUISITION DATE:

YYYYMMDD

20211008

REQUESTING COST CENTRE INFO:

NAME: STEPHEN MAHLANGU

ADDRESS:

2 Cussonia Avenue

SUBURB:

Silverton

CITY:

Pretoria

WARD:

CONTACT NO:

NO	DESCRIPTION	Unit of issue	REQUEST QUANTITY	APPROVED QUANTITY	Asset (yes/no)	BUDGET CODES
	Request for the appointment of Recruitment Agency to assist in appointing the following Temporary posts:					
1.	3 X Administrators for Director: NBG, Director: BEPE, and Director: ER&W;					GL CODE 2350
2.	3 X Librarians; 2 X Assistant Librarians; and					AFIN
3.	3 X SCM (1 X Assistant Director: SCM, 1 X Stores Officer, and 1 X SCM Officer).					AFIN
4.	1 x Receptionist					GL CODE 2350
5.	1 x Tour Guide					GL CODE 2350
6.	1 x Foundational Biodiversity Sciences Data Capturer					GL CODE 2350

REMARKS/MOTIVATION:

SIGNATURES:

08/10/2021

REQUESTER

DATE :

APPROVER

8 October 2021

DATE