



Law Society of Ireland

# Furniture & Equipment Requisition

Date \_\_ / \_\_ / \_\_

Item	Qty	Price *	VAT	Total
1.				
2.				
3.				
4.				
5.				

### Reason for Requirement

1.

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2.

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3.

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4.

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5.

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Requested By: \_\_\_\_\_

Approved by: \_\_\_\_\_

Dept Head: \_\_\_\_\_

Finance & Administration

<b>F &amp; A Use Only</b>
Order No (if any):
Date Ordered:     __ / __ / __
Delivery

*\*To Be completed by F&A*