



EL OFFICE STATIONERY REQUEST

DATE : 9 September 2024

EMPLOYEE NAME : YONELA NGCOBO

STATIONERY ITEMS REQUESTED:

ITEM	QUANTITY
A4 White Printing Paper	20 boxes
A3 White Printing Paper	5 boxes
Black Pens	5 boxes
Mouse pads	1 box
Staplers	1 box
Sellotape	1 box
Foldback clips (25mm)	5 boxes
Foldback clips (41mm)	5 boxes
Frosted binding covers (A4)	5 boxes
“Sign Here” pop up flags	5 boxes
Standard 26/6 staples	5 boxes
23/13 staples	10 boxes
Rubber bands	2 packs
Pritt	1 box
Flip files	20 singles
Arch lever files	30 singles
Filing sleeves	2 boxes
HB clicking pencils	5 boxes
Coloured post – it notes	20 boxes
Erasers	10 boxes
Highlighters	1 boxes
Black permanent markers	1 box
Whiteboard markers	1 box

HDA EMPLOYEE SIGNATURE:

Yonela Ngcobo

Francis

LINE MANAGER SIGNATURE:
