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| Date | Click or tap to enter a date. |
| Name |  |
| Program | Choose an item. |
| Manager | Choose an item. |

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| Quantity | Description of Item | Web Link to Preferred Item/Vendor Source\* | Reason for Purchase | Cost |
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*\*Please note that Fourcast may explore alternative vendors to find the item at a lower price, if applicable.*

Manager Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the requisition form to DW – [dwerry@fourcast.ca](mailto:dwerry@fourcast.ca) & Nancy McLeod – [nmcleod@fourcast.ca](mailto:nmcleod@fourcast.ca)