

MEMORANDUM

To: Margo Kesten

**From:

**Date: _____

Subject: INTAKE OF BINDERY MATERIAL

PERMISSION FOR BINDERY MATERIAL

Permission is authorized to bind the following bindery material for:

1. Student/Staff Name: _____

2. Student/Staff No: _____

3. No of copies: _____

4. ****Cost Code/Entity No: 05: _____ : _____ : _____ : 329000.**

(Please note that bindery will not be taking in if entity number is not in full).

Yours faithfully

**** Authorized Signature**
(HoD of Department/Faculty/School/Other)

NB: IT IS IMPORTANT TO PLEASE COMPLETE ALL FIELDS

Thank you