

**AUTOHUB GROUP**

Blk. 15 Ford Global City Bldg., Rizal Drive Crescent Park West, Bonifacio Global City, Taguig City 1634

Tel. No. 860-8888

**CAPITALIZED EXPENDITURE PURCHASE REQUEST FORM**CATEGORY: ☐ ADMIN ☒ IT ☐ SERVICE ☐ CONSTRUCTIONCOMPANY: AGBCSI DEALER: AHGPURPOSE: Microphone use for meeting and user training DATE NEEDED: 06/30/2025

QTY	UNIT	SPECIFIC DESCRIPTION	NAME OF COMPANIES		
1	pc	Multidirectional Conference Microphone			

Requested By:

Name: FREDERICK CRISOSTOMO

Approved By:

ARNEL ENDAYADept: ADD Department

Immediate Head

HR-Admin Manager

IT Manager/Service Manager

Purchasing Dept

Date: 06/19/2025ARNEL ENDAYA

Department Head

Admin Manager/CF Manager

GM/EXECOM

Date

Canvassed by/Reviewed by:

PO DATE/NUMBER:

EXPECTED DELIVERY DATE/ACTUAL DELIVERY DATE:

DATE OF PAYMENT/DATE PAID:

Name and Date

**NOTE: Purchasing Dept. will not process CAPEX request with incomplete signatories.**

Approval from Admin Manager, IT Manager - IT Equipment related request and Service Manager for Service Equipment Request.

June 2019 / Rev.3