

Ontario International School



Purchase / Advance Requisition

Request for Expense: 7.3.2. Maintain the ICT related equipment such as computers, printers, CCTV system, camera, etc. Monthly ICT equipment maintenance reports to the management team. Request # HR/ADMIN ICT-250044

Date of Request: 11/14/2025 Date Needed: 11/22/2025

Purpose of Request: Wireless HDMI dongle

Request Description	Unit	Quantity	Est. Cost	Advance Amount	Request Amount
Wireless HDMI dongle (we use it for projector screen cast)	Pcs	1	\$35.00		\$35.00
Total				\$0.00	\$35.00

Beneficiary of the Cash Advance: thy Oudom

Requested by: *Thy Oudom* Checked by:

Thy Oudom Name: Tith Seyla / Sok Uttara
 11/14/2025 22 November 2025