

**Agency**

**Date:**

**To**

.....  
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**REQUISITION FORM**

Kindly arrange to supply the following items:

<b>Sl. No</b>	<b>Description</b>	<b>Specification</b>	<b>Qty</b>	<b>Purpose</b>

Date:

Recommendation form

Immediate Supervisor/ Property Officer

Remarks (if required)

Signature

Name & Designation

a) Remarks from Store Division (if any)

b) Remarks from Procurement Officer (if any)

c) Remarks from Accounts Division (if any)

Approved by:

Signature

Name & Designation