**REQUISITION FORM**

Kindly arrange to supply the following items for official use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Items (Description with Model No, if any)** | **Qty** | **Last Date of Receipt/ Purchase/Qty** | **Remarks** |
|  |  |  |  |  |

**Requisitioned By:**

Name …………………………………………. Designation ………...………………… Signature ……….....………………

Department/Division/Unit/Regions/Depots/Auction Yards …………………………....... Date …............................................

**Recommendation and Remarks from Head or Immediate Supervisor (if any)**

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**Recommendation from: Purchase/Manager (Procurement)**

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|  |

**Approved By**

|  |
| --- |
| **Remarks (if any):**Designation ………………..……….……. Signature ………………..…..…..…… Date ………......……..……..……. |