



## Procurement Requisition Form

(Attach Extra Sheets Where Necessary in Filling Up the Form)

Department/Project	Financial Year	Subject of Procurement	Sr. No. of Annual Procurement Plan	Reference No.	Date

Item No.	Description	Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost
<b>Total</b>					



## Procurement Requisition Form

<b>Funds Availability</b> (to be filled in with consultation of Finance Dept.)	<b>Super Head</b>	<b>Major Head</b>	<b>Minor Head</b>	<b>Sub Head</b>	<b>Account Code</b>	<b>Estimated Total Cost</b>

Signature Required to Certify that (1) the works, services or supplies described are required, (2) approval is granted to proceed with the procurement, and that (3) funds are available or budgeted for the requirement.

<b>Title</b>	<b>1. Originating Officer</b>	<b>2. Head of Department</b>	<b>3. Manager Finance</b>
<b>Signature</b>			
<b>Name</b>			
<b>Position/Designation</b>			
<b>Date</b>			
<b>Stamp</b>			