The Procurement/Sr. Admin. Asst.

CCAA, MoICE

Thimphu

 Date:

**REQUISITION FORM**

Kindly arrange to supply the following items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | **Specification** | **Quantity** | **Purpose** |
|  |  |  |  |  |

Recommendation from

Immediate Supervision/Property Officer **Signature**

Remarks (if any) Name & Designation

1. Remarks from the store division (if any)
2. Remarks from the Procurement Officer (if any) Approved by
3. Remarks from the Accounts Division (if any)

**Date:**  **Signature**

 Name & Designation