



Royal University of Bhutan

འབྲུག་རྒྱལ་ཁོལ་གཞི་གཙུག་ལག་སློབ་སྡེ།
 ལྷོ་ལྗེ་ལྷན་འབྲུང་འཕེལ་བསྐྱེད་མཐོ་རིམ་སློབ་གྲྭ།

Royal University of Bhutan
 College of Natural Resources
LOBESA



Form-Req/.....

REQUISITION FORM

Kindly accord an approval of following item(s);

Date.....

Sl. No	Particulars	Qty	Specification	Purpose	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

Name of the Applicant.....

Signature:

Verified by:

Sl. No	Responsible person	Responsibility		Remarks	Signature
Step 1	Supervisor (s)	Recommendation of requirement if any;	<input type="radio"/> Recommended <input type="radio"/> Nor recommended		
Step 2	Estate Manager	In-case of maintenance & installation	<input type="radio"/> Available <input type="radio"/> Not Available		
Step 3	Store Keeper	Checking stock balance	<input type="radio"/> Available <input type="radio"/> Not Available		
Step 4	Finance Officer	Budget verification	<input type="radio"/> Available <input type="radio"/> Not Available		

Note; This filled form should be submitted to adm officer for further action