**Requisition form for Electrical store.**

To,

The...**Estate Manager**

CNR, RUB, Lobesa

Kindly accord an approval for the issue of following item(s) based on the relevant field(s) for semester from electrical store:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Descriptions** | **QTY in figure** | **QTY in Words** | **Remarks** |
| 1 |  |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  |  |  |
|  |  |  |  |

Date: ……....……….. Name of applicant:

 Designation:

Recommended by

 Remarks

Approval by: Estate Manager

Approval by: President

(**If Necessary**)