



འབྲུག་རྒྱལ་ཁའི་ན་གཞུག་ལག་སློབ་ཤེ  
རང་འབྲུང་མཐོན་བསྐྱེད་མཐོ་རིམ་སློབ་ཤེ།

**Royal University of Bhutan**  
**College of Natural Resources**  
**LOBESA: PUNAKHA**



## REQUISITION FORM

Kindly accord approval of the following item(s);

Date.....

Sl. No	Particulars	Specification	Estimated Cost	Qty	Purpose
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name of the Applicant.....

Signature:

Verified by:

Sl. No	Responsible person	Responsibility		Signature
Step 1	Supervisor (s)	Recommendation of requirement if any;	<input type="radio"/> recommended <input type="radio"/> No 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

Procured by Adm Officer:

Approval from PRESIDENT: