**Date….**

**REQUISITION FORM**

**Kindly accord approval for the procurement the following item(s);**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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; | * Recommended * Not recommended |  |
| Step 2 | Finance Officer | Budget verification | * Available * Not available |  |
| Step 3 | Procurement/ Adm Officer | Verification | * Recommended * Not recommended |  |

***Note; \*This duly verified form should be submitted to Procurement/ Adm officer upon which it will be processed for procurement.***

***\* ICT Officer should verify this form if the requisition for the purchase of ICT equipment***

**Approved by:**

**PRESIDENT**