



**Requisition Form**

Date:.....

Dear Sir,

Kindly arrange to purchase the following items required for.....

Requisition Date:

Sl. No	Particulars	Brand	Specification	Qty.	Ext. rate/qty	Remarks
Total						

Submitted by:

Verified By:

Name/Sign:  
 CID/EID:  
 Designation:  
 Phone#:

Name/Sign:  
 CID/EID:  
 Designation:  
 Phone#:

Cash balance..... FO (sign)

Approved/Not Approved by:  
 CEO



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