

To _____

_____ Agency _____

Form No. 9.2A
No.

Date

REQUISITION FROM

Kindly arrange to supply the following items.

SL No.	Description	Specification	Qty.	Purpose

Date :-

Recommendation from
Immediate Supervisor/Property Officer.
Remarks (if Required)

Signature
Name & Designation

- a) Remarks from store Division (if any) :
- b) Remarks from procurement officer (if any) :
- c) Remarks from Accounts Division (if any) :

Date :

Approved by

Signature
Name & Designation