**REQUISITION FORM**

Date:

The Chief Administrative Officer

Administration and Finance Division

Ministry of Information &Communications

Request for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Purpose** | **To be used by store in- charge** |
|  |  |  |  |  |

Name:

Designation:

Signature

Recommendation from Immediate Supervisor, Property officer & Remarks if required.

1. Remarks from Store division (if any)
2. Remarks from Procurement officer (if any)
3. Remarks from Accounts division (if any)

Approved by:

(Name & Designation)