

***Guarding Public Interest in Policing***

**PURCHASE REQUISITION ORDER**

**USER DEPARTMENT: ………………………**

***Please supply the following item(s)/service(s):***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description of Item(s)/Service(s) Required** | **UNIT** | **QUANTITY** |
|  |  |  |  |

***NB: On a separate sheet, please attach detailed specifications of the items/services requisitioned.***

**Purpose/Justification of Requisition:**

Requisitioned by: ……………………………...…………… Date: ………………………….…….…………

Approved by Head of Department ……..…………. Date …………..………..…………….

Budget Availability Confirmed ……………….………… Date ……………………..……………

**DBS/Chief Accountant**

Authorised By: …………………………………………. Date ………………….………………

**Director/CEO**

Date Requisition received by Procurement Unit: …………………………………………………………….