



To,

Dated: _____

Manager Mr. _____

INDIRECT PROCUREMENT DEPARTMENT

REQUISITION FORM

With reference to the above mentioned subject, I Mr. _____ of _____ Department do hereby send you this Formal Requisition form for your good office to procure _____ Products/Services for my department.

- 1- That this _____ Product/Service is required by my department on Normal/ Urgent basis, so it would be better to make purchase for the said Product/Service on urgent basis.
- 2- That for the purchase of _____ Product/Service it is requested that the purchase should be made keeping in mind the specification of the product as provided by the office of undersigned.
- 3- That the list of Items specified is annexed with this requisition form.

That the kind co-operation from by your good office will be highly appreciated.

Mr. _____

MANAGER _____



BUILDERS & DEVELOPERS

PURCHASE REQUISITION FORM

Requisition info:	Vendor:
Date:	Address:
Department:	Phone:

Sr.	Item	Description	Quantity	Unit Price	Total

Head of Department

Competent authority



To,

Dated: _____

Mr. / Ms. _____

_____ DEPARTMENT

ACKNOWLEDGEMENT FORM

With reference to Requisition Form received from your good office by the undersigned for the purchase of _____ Product/Service on Normal/Urgent Basis.

1- That after receiving the requisition procurement process has been initiated and will be timely completed.

• **Requisition Department** _____ -

• **Requisition Manager** _____ -

Mr. _____

MANAGER INDIRECT PROCUREMENT