

EASTERN UNIVERSITY**Purchase Requisition Form for Services**

Department/Section:		
Name of service:		
Quantity required:		
Specifications in detail:		
Justification(s):		
Recommended vendor (if any):		
Is the supplier sole distributor of the service? <input type="checkbox"/> YES <input type="checkbox"/> NO		
For repeat service:		
	Date(s) of last service:	
	Cost (if any) for the last two years:	

Prepared by

Head of the Department/Section

To be completed by procurement and logistics section

Last service date (if applicable):	
Quantity serviced (if applicable):	
Price/rate of last purchase:	
Name of supplier who worked last time:	

To be completed by Finance and Accounts section

Budget Head and provision:	
Fund disbursed against this head this semester:	
Fund available against this head this semester:	
If budget is short, from which budget head it could be adjusted:	

RegistrarTreasurerVice ChancellorAssistant Director, Logistics