



དངུལ་ཅིན་ལྷན་ཁག།
Regional Revenue & Customs Office, Phuentsholing
Department of Revenue and Customs
Ministry of Finance
Royal Government of Bhutan

BHUTAN
Believe

Reference no:

Date:

The Regional Director,
Regional Revenue & Customs Office,
Phuentsholing.

Subject: Requisition for Office Items

Sir,

Kindly arrange to issue the following office items for the purpose as stated below;

| Sl. No. | Name & Description of items | Unit | Quantity | Specified Purpose |
|---------|-----------------------------|------|----------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

Name of Section/Check Posts:

Name of the Requisition Employee:

Designation:.....

Signature:

Recommendation of Section Head/Officer In-charge: YES ☐ NO ☐ Signature: _____

Approved by Regional Director: YES ☐ NO ☐ Signature:

ISSUE NOTE:

Issued by & date: _____

Received by & date: _____

Signature: _____

Signature: _____