Date:

**REQUISITION FORM**

The Dasho Dzongdag,

Trashi Yangtse Dzongkhag Administration,

Royal Government of Bhutan

Kindly accord to approve following items requisition.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl no** | **Items** | **Specification** | **Qty** | **Rate** | **Name of Supplier** |
|  |  |  |  |  |  |

Name, Designation & Signature of requisitioner…………………………………………………

Remarks from Sector Head Concerned……………………………………………………………

Remarks from Finance Officer (Identification of availability of budget)………………………..

Remarks from Procurement Officer………………………………………………………………..

Approving Authority, Dasho Dzongdag……………………………………………………..