

Instructions:

- 1 Requisition shall be itemized, quantified and estimated
- 2 The expenses must be endorsed by the relevant budget holder in case different from the approval authority.
- 3 The Head of department is authorized to approve the requisition of PKR . However, endorsement from the budget holder & finance department is compulsory.
- 4 The requisitions over PKR shall be approved by the Chief Executive/his nominee. Endorsment from the budget holder & finance department stands compulsory.
- 5 In case of any missing information in the requisition form, the administration/finance or HR shall not entertain furhter process.
- 6 Requisition shall be submitted to the administration department before end of the deadline.
- 7 The issuer of the requisition form shall be liable to complete all the information required.
- 8 In case of delay at issuer end, the administration department shall be liable to follow-up the matter in writing.
- 9 In case of delay at adminstration or other departments involved , the issuer must follow-up the matter in-writing.