REQUISITION FROM

Date:		RQ. #:
From (Name, Department):	
Thru (i	n case the request is made by an employee other than the Department Head):	
Signat	ure:	
To:	Finance	

ITEMIZED DESCRIPTION OF ITEMS

S. No.	Supplies / Services / Equipment Required	Specification of Items	QTY.	Est. Price
1				
Total:			-	

Budget Line Item:	
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Charge to (Project name): _____

Budget Available: ______Verified By (Finance Dpartment) Date & Signature: ______

Endorsed by (budget holder of the project): Date & signature _____

Justification:

Approved By: Date & Signature_____

Instructions:

- 1 Requistion 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. Endorsmement 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 further 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.