

Annexure – 1

PURCHASE REQUISITION

Purchase Requisition

Requesting Office: _____ Unit code: _____ Budget code: _____ Balance budget: _____				PR No: _____ <hr/> Date: _____	
Sl. No	Inventory Code	Item Description	Net Qty*	Rate	Total Amount
*Net quantity should be submitted after taking into account all the stock balance/MAS of the Unit/Division					
Required date of delivery: _____					
Remarks/Justification (use additional sheet if required): 					
Requisitioned by: _____ 				Approved By 	