

## Requisition Slip

Date \_\_\_\_\_

To,

**The Director**

Dear Sir/Madam,

I/We require the following item/service, details are given as under :

S.No.	Particulars	Qty.	Estimated Cost (Rs.)	Remarks
1				
2				

**TOTAL**

Recommended by : \_\_\_\_\_ Name & Signature (Indenter): \_\_\_\_\_

Department: \_\_\_\_\_ Time to execute \_\_\_\_\_

<p><b>Declaration by the indenter (if the requisition amount is less than or equal to Rs. 25,000/-)</b></p> <p>"I/We/We are personally/jointly satisfied that these goods/ services are of the requisite quality and specification and have been procured from a reliable supplier at a reasonable price."</p> <p style="text-align: right;"><b>Signature (Indenter/s):</b> _____</p>
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Remarks (Mention Yes/No):

Alternative / Lower Cost product explored

Expenditure Budgeted - Checked by Finance Dept.

**Existing Stock position checked (Department)**

**(Signature of Finance Officer)**

**Existing Stock position checked (Store)**

**(Signature of Estate Officer/LUCS)**  
(If Service work than not required)

Administrative approval of Director/HOD/HOS/Center Lead (Approved / Not-approved) \_\_\_\_\_

Purchase & Condemnation Committee's Remarks : \_\_\_\_\_

Unique Budget Code	
Budget	
Budget Consumed	
Balance Budget	