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Royal Government of Bhutan | Procurement Management Manual

PMM-1

Election Commission of Bhutan

Thimphu

Property Requisition Form

Property requisition on…….. No.

Date:

Requisition					Details of Issue				
Sl. No.	**Name and description of item**	**Unit**	**Quantity**	**Name of work**	**Quantity issued**	**Bin Card/ L.F**	**GIN No.**	**Date**	**Remarks, Initials**

☐ Please raise debit note for adjustment against our Intra-Agency Settlement Advance A/C. on acceptance

☐ Items are required for office use

Property Requisitioned By:

Signature

Name, Date and Designation

Remarks from Procurement Section:

Remarks from Accounts Officer:

Approved By:

Signature

Name, Date and Designation