Date:

**REQUISITION FORM**

The Head

Secretariat of Support Service

Government Technology Agency

Request for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty** | **Purpose** | **To be used by store in- charge** |
|  |  |  |  |  |

Name:

Designation:

 Signature

Recommendation from Immediate Supervisor, Property officer & Remarks if required.

1. Remarks from Division Chief (if any)
2. Remarks from Procurement Officer (if any)
3. Remarks from Store In-charge (if any)

Approved by:

 **(Name & Designation)**