

PROCUREMENT REQUISITION FORM

[For Submission to Administrator]

| Name of Division: | | Type of procurement: | | User Department: | |
|--------------------------------|--|-----------------------------|-----------------|---------------------------------|----------------------|
| Subject of procurement: | | | | Procurement Part of APP: | |
| No. | Description <i>[A detailed list, Statement of Requirement/Specifications]</i> | Quantity | Unit of measure | Estimate unit cost | Estimated total cost |
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| Estimated Total Cost | | | | | |

Source of Funds (Head of User Department must confirm allocation of funds):

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|--------------------|---------------------|--|
| Head: | Sub – head: | Item: |
| Sub – item: | Description: | Allocation: Releases: Commitments: Total Expenditure to Date: Balance of Provision: Uncommitted Balance of Provision: |

Signatures are required below to certify:

| | |
|---|---|
| Dated this.....day of2020 | Dated this..... day of..... 2020 |
| Requested by/Approved by: <p style="text-align: center;">Head of Department</p> Signature:..... | Authorised by: <p style="text-align: center;">Administrator</p> Signature: |