

# REQUISITION FOR PROCUREMENT

Requisitioned by: Name \_\_\_\_\_ Date \_\_\_\_\_

Designation \_\_\_\_\_ Project \_\_\_\_\_

Amount (Rs.) \_\_\_\_\_ Rupees in words ( \_\_\_\_\_ )

Purpose \_\_\_\_\_

Target / Nature of Urgency \_\_\_\_\_ Signature \_\_\_\_\_

## TO BE FILLED BY ACCOUNTS DEPARTMENT

Opening Balance as on \_\_\_\_\_ Amount (Rs.) \_\_\_\_\_

Add: IOU already paid during the last 15 days

| Sr. No. | Date | Amount | Sr. No. | Date | Amount |
|---------|------|--------|---------|------|--------|
| 1       |      |        | 6       |      |        |
| 2       |      |        | 7       |      |        |
| 3       |      |        | 8       |      |        |
| 4       |      |        | 9       |      |        |
| 5       |      |        | 10      |      |        |

Total Balance Recoverable

Less : Vouchers / Supports / Bills submitted against above-mentioned balance

| Sr. No. | Date Submitted | Amount | Sr. No. | Date Submitted | Amount |
|---------|----------------|--------|---------|----------------|--------|
| 1       |                |        | 6       |                |        |
| 2       |                |        | 7       |                |        |
| 3       |                |        | 8       |                |        |
| 4       |                |        | 9       |                |        |
| 5       |                |        | 10      |                |        |

Closing Balance as on the requisition date

Signature: ( \_\_\_\_\_ )

Amount Approved Rs. \_\_\_\_\_

Approved by:

G.M. Projects Signature \_\_\_\_\_

DFA Signature \_\_\_\_\_

Recipient's Signature \_\_\_\_\_  
& Date \_\_\_\_\_