**(Enter your department name), Ministry of Energy and Natural Resources**

**Property Requisition Form**

 **Date:**

To

Procurement Officer

Ministry of Energy & Natural Resources,

Thimphu.

|  |
| --- |
| **Requisition Details** |
| **Sl. No** | **Name & Description of Item** | **Unit** | **Qty** | **Budget Line** | **Remarks** |
|  |  |  |  |  |  |
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Requested by: Recommendation on budget:

**(Name, Designation & sign of the Employee)**                     **(Name, Designation & Sign)**

**Head of the Finance Division**

             Approved by:

               **Head of the Department**