



CENTRE FOR BHUTAN & GNH STUDIES

PROPERTY REQUISITION FORM

Property Requisition on :

.....

No.

Date:

Requisition					Detail Of Issue				
Sl.no	Name and description of item	Unit	Quantity	Name of work	Quantity Issued	Bin Card/LF	GIN no.	Date	Remarks,Initials

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

Items are required for office use.

Signature.
Date, Name and designation

Requisition Approved:

Signature.
Date, Name and Designation.