



CENTRE FOR BHUTAN & GNH STUDIES

PROPERTY REQUISITION FORM

No.

Date:

Property Requisition on :

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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.

Requisition Approved:

Signature.

Date, Name and Designation.

Signature.

Date ,Name and designation