



དཔལ་ལྷན་འབྲུག་གཞུང་། གསོ་བ་ལྷན་ཁག། འབྲུག་ མིམ་ཕུ།
Royal Government of Bhutan, Ministry of Health, Thimphu, Bhutan
(Directorate of Services)



Property Management Manual

PMM-1 (PMM 2016)

MoH PROPERTY REQUISITION FORM

Date:

To

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Kindly arrange to supply the following items (**Office equipment, stationery, furniture etc.**) for official use as per the following details.

Sl. No.	Item Description	Specification	Qty.	Purpose

Requisitioned By:

Name Designation Signature

Recommendation and Remarks from Head or Immediate Supervisor (if any)

Recommendation from Procurement Officer (DoS)

Approved By (Department Head)

Remarks (if any):

Designation Signature Date