



ཐོག་མཚན་ལོ་ལྷན་ཚང་།

ཐམས་ལུགས་འཛུགས་ཐོག་མཚན་ལོ་ལྷན་ཚང་།

**OFFICE OF THE THROMPON
SAMDRUP JONGKHAR THROMDE**



Date:/...../.....

REQUISITION FORM (For purchasing of the items)

The Executive Secretary
Thromde Administration
Samdrup Jongkhar

Kindly approve to supply the following items:

Sl.no	Item	Qty	Rate	Name of Supplier	Purpose	Budget Head

Name, Designation and Signature

Remarks from Division Head (if any)

Remarks from Accounts Officer (if any)

Remarks from Procurement Officer (if any)

Approved by :- (Executive Secretary)