



ཐོག་མཐུན་ལོ་ལྷན་ཁང་།

ཐམས་ཅད་ཐོག་མཐུན་ལོ་ལྷན་ཁང་།

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 )**