

**PROCUREMENT REQUISITION**

PD Entity Name and Code	Wrks/Srvcs/Supplies?	Budget Year	Sequence Number

<b>Subject of Procurement:</b>	
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<b>Location for Delivery:</b>		<b>Date Required:</b>	
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Item No.	Description <i>(A detailed list, Statement of Requirements or Stock Management Information may be attached)</i>	Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost

<b>Funds Availability:</b>	<b>Vote/Head No.</b>	<b>Programme</b>	<b>Sub-programme</b>	<b>Item</b>	<b>Balance Remaining</b>	<b>Currency:</b> _____ <b>Estimated Total Cost:</b>

Signatures are required below to certify that (1) the works, services or supplies described above are required and that the Statement of Requirements is accurate, (2) approval is granted to proceed with the procurement and that (3) funds are available or budgeted for the requirement.

	<b>(1) Confirmation of Need</b> (Originating Officer)	<b>(2) Approval to Procure</b> (Authorising Officer)	<b>(3) Confirmation of Funding</b> (Accounting Officer unless delegated)
Signature:	_____	_____	_____
Name:	_____	_____	_____
Position:	_____	_____	_____
Date:	_____	_____	_____

**PROCUREMENT REQUISITION**

PD Entity Name and Code	Wrks/Srvcs/Supplies?	Budget Year	Sequence Number

<b>Subject of Procurement:</b>	
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<b>Location for Delivery:</b>	District stores	<b>Date Required:</b>	Immediately
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Item No.	Description <i>(A detailed list, Statement of Requirements or Stock Management Information may be attached)</i>	Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost

<b>Funds Availability:</b>	<b>Vote/Head No.</b>	<b>Programme</b>	<b>Sub-programme</b>	<b>Item</b>	<b>Balance Remaining</b>	<b>Currency: _____</b> <b>Estimated Total Cost:</b>

Signatures are required below to certify that (1) the works, services or supplies described above are required and that the Statement of Requirements is accurate, (2) approval is granted to proceed with the procurement and that (3) funds are available or budgeted for the requirement.

	<b>(1) Confirmation of Need</b> (Originating Officer)	<b>(2) Approval to Procure</b> (Authorising Officer)	<b>(3) Confirmation of Funding</b> (Accounting Officer unless delegated)
Signature:	_____	_____	_____
Name:	_____	_____	_____
Position:	_____	_____	_____
Date:	_____	_____	_____