# ROYAL INSTITUTE OF MANAGEMENT

MANAGEMENT FOR GROWTH AND DEVELOPMENT

**Form No. 9.2 A**

**Agency : Royal Institute of Management**

**To The Store/Property Unit**
**Royal Institute of Management**

**Date : ____/____/_____**

**Kinldl Arrange to supply the following :**

| Sl.No | DESCRIPTION | SPECIFICATION | Qty(s) | PURPOSE |
|---|---|---|---|---|
| | | | | |

**Name :_____ Designation_____**

**Center/Unit/Division :_____**

**Signature**

**Remarks from the store Division (*if any*):**

**Officer Incharge (Store)**

**Remarks from the Accounts Division (*if any*):**

**Officer Incharge (Accounts)**

☐ **Approved** ☐ **Not Approved**

**Approving Authority**

*N.B (if requirement is for **workshop, seminar, short term or adhoc course/project**, other than the regular activities, the requisition form should reach the Store Division atleast seven days in advance).*