

To The Store / Property Unit
Royal Institute of Management

Kindly arrange to supply the following

SL. No.	DESCRIPTION	SPECIFICATION	QTY.	PURPOSE

- a) Remarks from the store Division (if any):
b) Remarks from the Accounts Division (if any):

Signature
Name and Designation

Approved by

Signature
Name and Designation

N.B If requirement is for Workshop, Seminar and Short term Training or any other ad-hoc project other than regular activities, the the requisition form should reach at least seven days in advance.

Signature of Receiver: