

Form No. 9.2 A

Agency: Royal Institute of Management

Date: .....

Time: .....

The Store /Property Unit

Royal Institute of Management

Kindly arrange to supply the following:

| Sl.No. | DESCRIPTION | SPECIFICATION | QUANTITY | PURPOSE |
|--------|-------------|---------------|----------|---------|
|        |             |               |          |         |

Signature  
Name and Designation

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

Approved by

Signature  
Name and Designation

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

Signature of receiver:

