**MAKIRA ULAWA PROVINCE**

**REQUISTION FOR GOODS AND SERVICES**

TO: Provincial Secretary

Makira Ulawa Province

**Requisition Ref: PCDF: ……………**

Please place an order for the following item(s)/Service(s) in respect of:

…………………………………………………………………….……………………………………………………………………….. (Division)

**Subhead:** …………………….. **Available** **Balance:** ………………………………………..**Balance after:** ………………………………

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| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Description** | **Supplier** | **Estimate** | **Total Cost** | **Attached all reports or quotations** |
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| LPO No: | | | | | |

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Requisitioning Officer Divisional Head

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Date Date

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Authorising Officer ( PS ) Provincial Treasurer

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Date Date

**Appropriate Action has been taken:**

**Purchasing Officer/Bills Clerk**

***All requisition requesting funds exceeding $200.00 to cover services must be supported by a detailed report, evidence of completed work done or attachment of quotes for goods. All project reports must be endorsed by Head of Division.***