

**MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE
REQUISITION FORM FOR OFFICE EQUIPMENT & FURNITURE**

Name of Office:

Date:

| SI No | Name and Description of Item | Qty | Budget Line | Remarks |
|--------------|-------------------------------------|------------|--------------------|----------------|
| | | | | |

Signature, Name & Designation (User)

Signature of the Head of Section/Division

Finance Division/Section

Remarks & Signature from ICT Section for IT Equipment

Procurement Section

Head of the Department