



དབུ་མཚན་འབྲུག་གཞུང་།
ROYAL GOVERNMENT OF BHUTAN
 བསྐྱ་དགའ་ཚལ་ རྫོང་ཁག་མཐོ་སྤྱོད་ལྷན་ཁག་།
DZONGKHAG PROCUREMENT SECTION
PEMA GATSHEL



PROPERTY REQUISITION FORM

PPM-1

Property Requisition on.....

No. (for store) FY (2024-2025)

Name of Sector.....

Date:

Requisition					Details of Issued				
Sl. No	Name of Description of items	Unit	Quantity	Name of work	Quantity issues	Bin card/ L.F	GIN No.	Date	Remarks Initials
	Please raise debit note for adjustment against our Intra-agency settlement advance A/C on acceptance								
	Items are required for office use								

Requisition Approval

Signature and Designation

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