

MONDULI DISTRICT COUNCIL

PROCUREMENT REQUISITION FORM

(For submission to Procurement Management Unit)

Name of Procuring Entity:	
Vote Number:	
Procuring Entity Code No.	
Type of Procurement:	
Subject of Procurement:	
User Department:	
Date required:	

Item No.	Description {A detailed list statement of requirement/ specification}	Quantity	Unit of Measure	Estimate Unit Cost	Estimated total Cost
Estimated Total Cost (Currency (ies))					

Fund Availability

Sub Vote	Programme /Project/Oc	Item	Annual Budget	Balance

Signatures are required below to Certify.

Confirmation of Need (User Department Originating Officer)	Approval to proceed with Procurement (Authorizing Officer)	Confirmation of Funding (Accounting Officer unless delegated)
Signature	Signature	Signature
Name	Name	Name
Position	Position	Position
Date	Date	Date

(Any attachment must be signed by the appropriate authority)

1. The works, services or supplies described above are required and that the statement of Requirement is accurate
2. Approval is granted to proceed with the procurement
3. Funds are available or budgeted for the requirement