



Naipunnaya Institute of Management and Information Technology

Requisition for Capital Goods/Services

Requisition No: CG

Date:

Department:

Name of the requestor:

Details of the item

Sl. No.	Items with specifications	Brand/ Company Name	Units/ Qty. requested	Price per Unit	Total cost

Justification for the procurement of the above item:

Suggested name of the suppliers:

1.

2.

3.

Requestor

Finance Manager

Principal

Note: 1. The approved requisition should be forwarded to the Purchase Manager for preparing Purchase Order (F-25)

2. Requisition number will be given by the Purchase Manager