



Naipunnya Institute of Management and Information Technology

Requisition for food items from Cafeteria

Date: January 20, 2016

Requisition No: F-
Department:

Name of the requestor:

Details of the item required

Item	How many	Date	Time	Place

Reason

Requestor

Approved by Principal

To be filled in by the Cafeteria in-charge:

Item	Unit price	Total number supplied	Total amount

- Note:
1. Separate indent forms should be used for different departments
 2. After issuing the items, the requisition should be forwarded to the Finance Manager
 3. Requisition number will be given by the Cafeteria in-charge