



Naipunnya Institute of Management and Information Technology

Requisition for fund

Date:
Name of the requestor:

Requisition No: FN-
Department:

Requested Amount	
Mode of Payment	
Payment due date	
Is partial/ full payment?	

If partial payment, indicate the payment dates with amount for the balance:

Details of Payee:

Reason:

Requestor

Principal

Finance Manager's comments:

Approval by Executive Director

Note: Requisition number will be given by the Finance Manager