



MINISTRY OF THE PUBLIC SERVICE,
GOVERNANCE IMPROVEMENT,
ELECTIONS AND BOUNDARIES

REQUISITION FOR STORES

To: Finance Officer

From: Head Section _____

Date: _____

Name of Supplier: _____

No	Description of Items	Quantity Requested	Price per unit	Quantity Received	Signature of Receiving Officer
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

SIGNATURE OF HEAD OF SECTION