

## PROCUREMENT REQUISITION

[For Submission to Procurement Management Unit (PMU)]

**Name of the Procuring Entity:** [insert name of Procuring Entity (PE)]

**Procuring Entity Code No:** [insert PE Code no.]

**Type of Procurement:** [insert Goods/Works/Consultancy Services/Non-Consultancy/Disposal of Assets]

**Subject of Procurement:** [insert subject of procurement]

**User Department:** [insert User Department]

**Date Required:** [insert date required]

Item No.	Description [A detailed list, Statement of Requirement/Specifications]	Quantity	Unit of measure	Estimate unit cost	Estimated total cost
	<b>Estimated Total Cost (Currency(ies))</b>				

### Fund Availability:

Vote No.	Programme/Project	Item	Balance

Signatures are required below to certify:

Confirmation of Need <sup>1</sup> (User Department – Originating Officer)	Approval to Proceed with Procurement <sup>2</sup> (Authorizing Officer) Head of Department/U	Confirmation of Funding <sup>3</sup> (Accounting Officer unless delegated)
Signature:	Signature:	Signature:
Name:	Name:	Name:
Position:	Position:	Position:
Date:	Date:	Date:

(Any attachments must be signed by the appropriate authority)

<sup>1</sup> the works, services or supplies described above are required and that the Statement of Requirement is accurate

<sup>2</sup> Approval is granted to proceed with the procurement by Head of Department/Unit

<sup>3</sup> funds are available or budgeted for the requirement