PMM – 1

Name of Office

PROPERTY REQUISITION FORM

Property Requisition on: …… **No.**

…….. **Date:**

Requisition					Details of Issue				
Sl.No.	**Name and description of Item**	**Unit**	**Quantity**	**Name of work**	**Quantity issued**	**Bin Card/ L.F**	**GIN No.**	**Date**	**Remarks, Initials**

☐ Please raise debit note for adjustment against our Intra-Agency Settlement Advance A/C. on acceptance.

☐ Items are required for office use.

Signature
Date, Name and Designation

Requisition Approved

Signature
Date, Name and Designation