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Farm Machinery Corporation Limited

PARO BONDEY: BHUTAN

Post Box No: 1314

“Prioritizing User Satisfaction with Honesty” The “PUSH”



OFFICE STATIONARY REQUISITION FORM

To

Date:

Kindly arrange to supply the following items.

Sl.No.	Description/ Specification	Budget code	Quantity	Purpose

Date:.....

Recommendation from

Immediate Supervisor/Property Officer

Remarks (if required)

Signature

Name & Designation

a) Remarks from Procurement Officer (if any):

b) Remarks from Finance Division (if any):

Date:

Approved By

General Manager/Procurement Officer