

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

REQUISITION FORM FOR PURCHASES

Date \_\_\_\_\_

Following item / items are required for me / my section. You are requested to make necessary budget provision under \_\_\_\_\_ (Budget Head) and approve the purchase.

Name of Item(s)	Nos.	Approx. Cost	Remarks
1)			
2)			
3)			
4)			
5)			

(Please enclose separate sheet for justification if required)

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Signature : \_\_\_\_\_  
Name & Section : \_\_\_\_\_  
Designation : \_\_\_\_\_

Recommended by \_\_\_\_\_  
(Section Head)

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For Office Use

Purchase Committee Recommendations :-

1. Budget provision is available / not available under the Head : \_\_\_\_\_

2. Recommendations \_\_\_\_\_

\_\_\_\_\_  
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The request has been approved / kept pending / not approved.

(Centre Director)